



Retention Schedules

For Local Government Paper & Electronic Records



THE GEORGIA ARCHIVES

5800 JONESBORO ROAD MORROW, GA 30260 TEL: 678-364-3790 FAX: 678-364-3860 WWW.GEORGIAARCHIVES.ORG

Morrow, Georgia
The Georgia Archives
Records and Information Management Services
Revised: May 2009
Retention Schedules for Local Government Records

LOCAL GOVERNMENT RETENTION SCHEDULE REVIEW

To: All Local Government Entities in the State of Georgia

RE: Local Government Retention Schedule Review

We have reviewed the revised schedules for the retention and/or disposition of the following records of all local government entities as presented in this updated version of the Retention Schedules for Local Government Records. These are based upon the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). This version includes revised schedules as filed with the Division of Archives and History, Office of Secretary of State as of April 1, 2009.

These schedules are approved as revised.

Andrew S. Taylor

Andrew S. Taylor
Assistant Director, Division of Archives and History

05-27-2009

Date

David W. Carmicheal

David W. Carmicheal
Director, Division of Archives and History

6/3/2009

Date



GEORGIA DIVISION OF ARCHIVES AND HISTORY

KAREN HANDEL, SECRETARY OF STATE
DAVID W. CARMICHEAL, DIRECTOR

Introduction

This retention schedule includes records series created by local governments. The records fall into two categories: common and specific. *Common Record Categories* include records, such as budget and accounting records, which may be created by any local government agency. The retention period provided applies to the record, regardless of which agency created it. *Specific Record Categories* include records, such as parking tickets, which are created by a specific government agency and no other.

Common Record Categories are:

- Accounting
- Administration
- Administrative Support
- Audits
- Budgeting
- Information Technology
- Legal
- Payroll
- Personnel
- Property
- Records Management

Specific Record Categories are:

- Building
- Cemetery
- Courts—Juvenile
- Courts—Magistrate
- Courts—Municipal
- Courts—Probate
- Courts—Superior & State
- Education
- Elections
- Health Services
- Library/Archives/Museums
- Medical Examiner
- Planning and Zoning
- Public Safety
- Public Works
- Taxation
- Tourism and Recreation
- Transportation

General Guidelines

Certain guidelines apply to all records listed in this schedule:

- *These retention periods apply to all record formats.* The retention periods shown in this guideline apply to all records and information created by the local government, regardless of physical format (paper, film, electronic, etc.)
- *These retention periods are the minimum requirements.* Each retention period in this schedule is the minimum length of time the record must be retained. The decision to retain specific information longer than the minimum retention period should be made by local government administration and legal counsel. Such a decision should be documented in the records management plan and/or local ordinance.
- *These retention periods are intended to guide local governments.* Each local government must adopt a retention schedule (O.C.G.A. 50-18-99(d)). Records retention periods should be

established to serve the needs of the local government, but the retention period can never be less than the minimum retention periods indicated in this schedule.

- *These retention periods apply to records under normal business conditions.* The retention periods in this schedule apply to records created and used under normal business conditions. If a particular series of records is required for litigation, audit, or other special administrative needs, it must be retained for as long as needed.

Statutory Basis

This schedule is issued by the Georgia Archives as part of its statutory requirement to “provide local governments with a list of common types of records maintained together with recommended retention periods” (O.C.G.A. 50-18-99(f))

For specific information about the statutory obligations of local governments, please refer to O.C.G.A. 50-18-99, below.

O.C.G.A. 50-18-99

(a) As used in this Code section, the term:

(1) "Governing body" means the governing body of any county, municipality, or consolidated government. The term includes school boards of this state.

(2) "Office or officer" means any county office or officer or any office or officer under the jurisdiction of a governing body which maintains or is responsible for records.

(b) This article shall apply to local governments, except as modified in this Code section.

(c) All records created or received in the performance of a public duty or paid for by public funds by a governing body are deemed to be public property and shall constitute a record of public acts.

(d) Prior to July 1, 1983, each office or officer shall recommend to the governing body a retention schedule. This schedule shall include an inventory of the type of records maintained and the length of time each type of record shall be maintained in the office or in a record-holding area. These retention periods shall be based on the legal, fiscal, administrative, and historical needs for the record. Schedules previously approved by the State Records Committee will remain in effect until changed by the governing body.

(e) Prior to January 1, 1984, each governing body shall approve by resolution or ordinance a records management plan which shall include but not be limited to:

(1) The name of the person or title of the officer who will coordinate and perform the responsibilities of the governing body under this article;

(2) Each retention schedule approved by the governing body; and

(3) Provisions for maintenance and security of the records.

(f) The Secretary of State, through the department, shall coordinate all records management matters for purposes of this Code section. The department shall provide local governments with a list of common types of records maintained together with recommended retention periods and shall provide training and assistance as required. The department shall advise local governments of records of historical value which may be deposited in the state archives. All other records shall be maintained by the local government.

(g) Except as otherwise provided by law, ordinance, or policy adopted by the office or officer responsible for maintaining the records, all records shall be open to the public or the state or any agency thereof.

What To Do About Records Not Covered By This Schedule

A local government may have unique or specialized records not addressed by this schedule. These must be addressed by retention schedules initiated by the local government itself. By statute, the following requirements for records schedules are established:

- O.C.G.A. § 50-18-99 (d) “. . .each office or officer shall recommend to the governing body a retention schedule. This schedule shall include an inventory of the type of records maintained and the length of time each type of record shall be maintained in the office or in a record-holding area. These retention periods shall be based on the legal, fiscal, administrative, and historical needs of the record. Schedules previously approved by the State Records Committee will remain in effect ***until changed by the governing body***”
- O.C.G.A. § 50-18-99 (e): Each governing body shall approve by resolution or ordinance a records management plan which shall include but not be limited to:
 - The title of the officer who will coordinate the records management program;
 - Each retention schedule approved by the governing body; and
 - Provisions for maintenance and security of the records.
- O.C.G.A. § 50-18-99 (f): The Secretary of State, through the Division of Archives and History, will provide local governments with a list of common types of records maintained in local offices together with recommended retention periods.

If you have such records:

1. Do not dispose of any public record except in accordance with a retention schedule **approved by the local governing body.**
2. At the local government's request, the Georgia Archives will review the proposed retention schedule and consider adding it to the Retention Guidelines.

3. Requests for retention review should be sent to the Records and Information Management Services (RIMS) office of the Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260-1101. The request should provide
 - a. a title for the records series;
 - b. a short description of the series; and
 - c. the recommended minimum retention.
4. Every two years, the Retention Guidelines will be reviewed and updated, adding new recommendations and revising others. The new edition will be distributed that year during workshops and conferences. The current edition will be available at all times at www.GeorgiaArchives.org.

Protecting Vital Records

Georgia Code O.C.G.A. 50-18-91 (10) defines "Vital records" as "any record vital to the resumption or continuation of operations, or both; to the re-creation of the legal and financial status of government in the state; or to the protection and fulfillment of obligations to citizens of the state." Records series identified as Vital in this schedule contain information that needs to be duplicated and stored offsite in the case of an emergency or disaster. The information in question would be the most recent version of the record and would be necessary for the agency to continue its statutory function after a disaster. Examples of this are: the current list of unpaid taxes, current security passwords and protocols, current contracts and leases, recent deposit records, etc.

Local Government Original (Paper) Records Acquisition Policy

In accordance with O.C.G.A. § 45-13-46, the director of the Division of Archives and History hereby certifies that any record identified as "Permanent" is necessary to document the history, organization, functions, policies, decisions, or procedures of the agency or office. Such records must be placed for permanent preservation in the state archives when no longer in current use by the agency or office.

Once records have been transferred to the State Archives, they become the property of the Georgia Archives as the legal custodian of the state's historical record. These records may be viewed by the public and by the agency during the operating hours of the Archives, but may not be removed. Should an agency require copies of its records, the Archives will be happy to provide them.

A local government will have certain records that are denoted as permanent. Some of these records may also be eligible for transfer to the Georgia Archives under the following criteria:

- Any 18th century record
- Superior court records (pre-1877):
 - Minute books: books containing copies of the accusation and disposition associated with each case
 - Deeds: books containing instruments pertaining to ownership and transfer of ownership of real and personal property
 - Mortgages: records of claims against real property
- Probate court records (pre-1877):

- Minute books: books containing copies of the accusation and disposition associated with each case
- Wills: wills of decedents
- Marriages: records of marriages
- Plats: books containing maps of property
- Records of other local agencies:
[The Archives may accept records from other local agencies upon request by the local official.](#)

Only records in original formats will be accepted. The Archives will accept other local government records created after 1878 on a case-by-case basis.

This policy will be reviewed periodically by the Archives to determine if revision is needed.

Contact Information

If you have questions about this schedule or about records management issues, please contact us.

Records and Information Management Services
The Georgia Archives
5800 Jonesboro Road
Morrow, GA 30260-1101
Tel: 678-364-3790
Fax: 678-364-3860
Email: rims@sos.state.ga.us
Web: www.GeorgiaArchives.org



Schedules

This page was intentionally left blank.

How to Read the Schedules

The six columns in the schedules are:

RECORD TITLE	The common name of the records and the information contained therein. Record title may also include the designation “VR” identifying the record as a vital record for disaster recovery.	
DESCRIPTION	A brief summary of the records.	
RETENTION	The period of time the record or information must be kept.	
LEGAL CITATION	The specific Federal and/or State Code which stipulates the retention period. This information may not exist for certain records.	
RETENTION CLASSIFICATION	One of four general classifications used to group records by disposition. The four classifications are	
These classifications can also serve as a guideline when selecting appropriate record formats (paper, film, electronic).	TRANSITORY	Information of a temporary nature that does not meet the requirements for longer retention prescribed by O.C.G.A. §50-18-94(1).
	TEMPORARY-SHORT TERM	Information that needs to be retained less than fifteen years.
	TEMPORARY-LONG TERM	Information that needs to be retained for fifteen years or longer, but which does not need to be retained permanently.
	PERMANENT	Information that for legal, historical, fiscal, or administrative reasons needs to be retained forever.
SPECIAL INSTRUCTIONS	Procedural instructions provided by the Georgia Archives to assist agencies in implementing retention classifications. These instructions may also denote vital records needed in the event of a disaster.	



Common Schedules



THE GEORGIA ARCHIVES

KAREN HANDEL, SECRETARY OF STATE

DAVID W. CARMICHEAL, DIRECTOR

Records and Information Management Services Schedule for Local Government Common Records

Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Accounts Payable Files	Records documenting payments made by agency for services rendered or items purchased	5 years	O.C.G.A. 11-2-725; 36-11-1	Temporary - Short Term	Vital Record - duplicate and store offsite
Accounts Receivable Files	Records documenting monies owed to and collected by the agency	5 years	O.C.G.A. 11-2-725	Temporary - Short Term	Vital Record - duplicate and store offsite
Annual Financial Statements	Annual reports of the accounts, income and liabilities of an agency	Permanent		Permanent	Vital Record - duplicate and store offsite

Approved:

Accounting

Page 10

Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Bank Loan Records	Include outstanding financial obligations incurred by an agency in the form of bank loans	5 years after settlement of loan		Temporary - Short Term	
Bank Statements	Periodic computations of deposits and credits to a bank account	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	Vital Record - duplicate and store offsite
Bids and Competitive Selection Records	Records documenting quotes by vendors to supply products or services to an agency	Capital Improvement Projects: 11 years All Other Records: 7 years	O.C.G.A. 9-3-24; 9-3-51; 11-2-725	Temporary - Short Term	
Cancelled Checks, Vouchers, and EFTs	Copies (or originals) of paid warrants	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	
Capital Improvement Bonds, Retired	Document the repayment of funds raised through bond issues	5 years		Temporary - Short Term	
Cash Balances and Reconciliations	Records documenting cash balances, receipts and disbursements completed during the day	5 years		Temporary - Short Term	

Approved:

Accounting

Page 11

Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Collection Records	Records documenting an agency's efforts to collect unpaid accounts. Includes PeopleSoft collection reports	5 years after account paid in full or deemed uncollectible	O.C.G.A. 9-3-25	Temporary - Short Term	Vital Record - duplicate and store offsite
Contracts and Agreements	Records documenting services and products provided to an agency for a specified cost and period of time	Capital Improvement Projects: 10 years after expiration. Other Contracts: 7 years after expiration	O.C.G.A. 9-3-24; 9-3-26	Temporary - Short Term	Vital Record - duplicate and store offsite
Contracts, Employee	Service contracts between an individual and government agency	7 years after expiration		Temporary - Short Term	Vital Record - duplicate and store offsite
Cost Accounting Reports	Financial reports by cost center of all expenditures	3 years		Temporary - Short Term	
Credit Card Administration Records	Records documenting administration of credit cards issued to individual agency staff or offices	7 years	O.C.G.A. 9-3-25	Temporary - Short Term	

Approved:

Accounting

Page 12

Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Deposit Slips and Reconciliations	Documents recording transaction in a bank account	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	
Federal and State Grant Project Files - Non-Education Agencies	Records document federally and state funded projects	3 years after submission of final financial report	Uniform Administrative Requirements for Grants and Cooperative Agreements Between State and Local Governments (Common Rule)	Temporary - Short Term	
Federal and State Grant Project Files, Education Agencies	Records documenting grants to school systems from federal and state agencies	3 years after submission of final report or denial of application	34 CFR 74.53(b)	Temporary - Short Term	
Federal Revenue Sharing Records	Records documenting federal, state, county and municipal revenue-sharing; includes summaries, expenditures, and investments	5 years after submission of final report		Temporary - Short Term	

Approved:

Accounting

Page 13

Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Franchise Records	Records documenting franchises granted to utility companies or other organizations allowing them to provide services to local residents	Permanent		Permanent	
General Ledger and Trial Balances	Record of final entry for all financial transactions	7 years	O.C.G.A. 9-3-25	Temporary - Short Term	Vital Record - duplicate and store offsite
Investment Records	Records documenting the savings and investments of funds by an agency	7 years		Temporary - Short Term	
Invoices	Records requesting payment for goods and services provided to an agency	5 years	O.C.G.A. 11-2-725	Temporary - Short Term	
Journal Entries (Journal Vouchers)	Adjustments to financial accounts	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	Vital Record - duplicate and store offsite
Journals and Registers	Financial logs recording detailed transactions, encumbrances, and obligations of an agency	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	

Approved:

Accounting

Page 14

Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Moving Expenses	Records documenting a new employee's moving and travel expenses paid by the agency	5 years	O.C.G.A. 9-3-26	Temporary - Short Term	
Official Bonds and Oaths	Bonds required of local officials and custodians of funds	6 years after date of action	O.C.G.A. 45-8-9	Temporary - Short Term	Vital Record - duplicate and store offsite
Outstanding Obligations	Documents the unpaid accounts of an agency	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	Vital Record - duplicate and store offsite
Payment Schedules	Schedules of the deferred payment of goods, equipment and services	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	Vital Record - duplicate and store offsite
Professional Membership Records	Records documenting agency-paid individual memberships and activities in professional organizations	5 years	O.C.G.A. 9-3-26	Temporary - Short Term	
Receipts	Documentation of monies collected	5 years	O.C.G.A. 11-2-201; 11-2-725	Temporary - Short Term	Vital Record - duplicate and store offsite

Approved:

Accounting

Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Reconciliations	Periodic reconciliations of accounts within operating and general ledgers	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	
Refund/Disbursement Requests	Records documenting requests and disbursements made for overpayment of funds	4 years	O.C.G.A. 9-3-25; 11-2-725	Temporary - Short Term	Vital Record - duplicate and store offsite
Returned Checks	Records documenting attempts to collect monies for non-negotiable (usually insufficient funds) checks received for payment to agency accounts	5 years	O.C.G.A. 11-2-725	Temporary - Short Term	
Signature Authorizations	Records documenting the certification of employees who are authorized to sign fiscal and contractual documents	7 years after authorization expires	O.C.G.A. 9-3-24	Temporary - Short Term	Vital Record - duplicate and store offsite
Travel - Registration Fee Payments	Records documenting payment of registration fees which are not considered travel expenses	4 years		Temporary - Short Term	

Approved:

Accounting

Page 16

Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Travel Authorization and Reimbursement Records	Records documenting requests for authorization from supervisors to travel on official business and related material, such as reimbursement of expenses and itineraries	3 years		Temporary - Short Term	

Approved:

Accounting

Page 17

Administration

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Accident Reports	Reports of accidents involving government-owned vehicles	7 years	O.C.G.A. 9-3-33	Temporary - Short Term	
Annexations	Records documenting the approved additions of property to the city boundaries	Permanent	O.C.G.A. 36-36-3 (e)	Permanent	Vital Record - duplicate and store offsite
Annual and Ad Hoc Narrative Reports	Annual and ad hoc narrative reports that describe agency functions and activities	Permanent. Retain 1 copy. Destroy all others when no longer useful.		Permanent	
City Charter	Includes the constitution and by-laws of an incorporated city	Permanent		Permanent	Vital Record - duplicate and store offsite
Code Violations	Any violations of the Code of Ordinances pertaining to property	3 years		Temporary - Short Term	
Correspondence, Fiscal	Records documenting purchases, issuance of fiscal policy, or obligations and revenues	5 years	O.C.G.A. 9-3-25; 11-2-725	Temporary - Short Term	

Approved:

Administration

Administration

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Correspondence, General	Correspondence related to day-to-day operations of the office	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	
Crisis or Disaster Records	Records documenting events and damages to agency property due to storms, riots, fires, drought, floods, and other acts affecting the citizens or agency facilities; may include photos, logs, reports, notes, and correspondence	5 years	O.C.G.A. 9-3-32	Temporary - Short Term	
Daily Broadcast Logs	Records documenting agency daily broadcast activities via radio or television	2 years	47 CFR 73.1840	Temporary - Short Term	
Daily/Monthly Activity Reports	Record of daily/monthly activities	2 years		Temporary - Short Term	

Approved:

Administration

Administration

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
DCA Mandated Surveys	Surveys required by the Department of Community Affairs; includes, but is not limited to: Solid Waste Management Survey and Full Cost Report, Report of Local Government Finances, Independent Authority Bonded Indebtedness Form, Wage and Salary Survey, and Government Management Indicators Survey	5 years		Temporary - Short	
Deeds and Condo Plats	Records documenting individual ownership or property that are filed with the local government	Permanent		Permanent	Vital Record - duplicate and store offsite
Deeds, Right-of-Way	Records authorizing use of land for road widening or public works	Permanent		Permanent	Vital Record - duplicate and store offsite
Deeds, Security	Deeds to properties on which an agency holds the second mortgage	5 years after final payment		Temporary - Long Term	Vital Record - duplicate and store offsite

Approved:

Administration

Administration

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Easements	Records documenting the granting of access by a property owner to a local government to run wiring, water or sewage pipes, and other public works (or other reasons)	Permanent		Permanent	Vital Record - duplicate and store offsite
e-Certified Mail and Return Receipts	Technology implemented to replace the "Green Card" certified mail receipts.	6 years		Temporary-Short Term	Note: system will store receipts for 7 years
Emergency Preparedness Plans, Superseded	Business recovery plans for man-made and natural disasters	5 years	O.C.G.A. 9-3-32	Temporary - Short Term	Vital Record - duplicate and store offsite
Emergency Relief Records	Records documenting eligibility for financial assistance following a natural or other type of disaster	Permanent		Permanent	Vital Record - duplicate and store offsite
Federal and State Grant Final Reports	Final narrative summary submitted according to requirements of the funding agency	Permanent	Uniform Administrative Requirements for Grants and Cooperative Agreements Between State and Local Governments (Common Rule)	Permanent	

Approved:

Administration

Administration

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Historic Preservation Files	Records documenting preservation of local landmarks and buildings	Permanent		Permanent	
Maps and Plats, Copies	Copies of maps and plats used for reference purposes	Retain for useful life		Transitory	
Maps, Plats, and Drawings	Records documenting the location of roads, subdivisions, water and sewage lines	Permanent		Permanent	Vital Record - duplicate and store offsite
Meeting Notices	Official notification of the time and place of regular and special meetings	5 years		Temporary - Short Term	
Minutes and Agendas	Official record of agency meetings and the decisions made	Permanent	O.C.G.A. 36-1-25	Permanent	Vital Record - duplicate and store offsite
Open Records Act Requests and Correspondence	Inquiries from members of the public requesting access to information under the Georgia Open Records Act (O.C.G.A. 50-18-70 et.seq.)	5 years		Temporary - Short Term	

Approved:

Administration

Administration

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Petitions	Signatures of local residents requesting action by an agency on a specific issue	5 years and resolution of issue		Temporary - Short Term	
Photographs	Aerial and other photographs of county property and functions	Permanent		Permanent	
Policies and Procedures	Standard operating practice for business processes	Permanent. Retain 1 copy		Permanent	Vital Record - duplicate and store offsite
Printing Service Files	Includes printing requests, cost estimates, mock-ups, proofs, and printing plates	1 year after superseded		Temporary - Short Term	
Publications	Newsletters, handbooks, pamphlets, and brochures published by the agency	Permanent. Retain 1 copy		Permanent	
Relocation Assistance Files	Records documenting financial assistance to individuals searching for new homes under the Community Development Program	5 years		Temporary - Short Term	

Approved:

Administration

Administration

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Reports, Periodic	Quarterly and other narrative reports (not annual) that describe agency functions and activities	3 years		Temporary - Short Term	
Resolutions and Ordinances	Local laws and actions adopted by the board of county commissioners	Permanent		Permanent	Vital Record - duplicate and store offsite
Right-of-Way Agreements	Agreements with property owners specifying the terms of access to property for public works purposes	Permanent		Permanent	Vital Record - duplicate and store offsite
Speeches	Records relating to public speaking engagements of local officials	Permanent		Permanent	
Visitors Logs and Sign-In Sheets	Consists of sign-in forms or sheets generally located at an agency's reception desk to document visitors to the facility	2 years		Temporary - Short Term	

Approved:

Administration

Administrative Support

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Blank Forms and Duplicates	Extra copies of blank forms and duplicates of reports or other materials that are no longer needed	Retain for useful life		Transitory	
Calendars	Desk calendars and other scheduling media; does not include court calendars	Retain for useful life		Transitory	
Certified Mail Logs	Receipt books containing record of certified mail sent out	Retain for useful life		Transitory	
Data Input Forms	Any type of forms used to collect information for input into electronic form	Destroy upon verification/audit of data entry		Temporary - Short Term	
Email Messages	Text documents which are created, stored, and delivered in an electronic format; email is a communication tool, equivalent to paper, microfilm, etc. in status; retention of email is decided by the CONTENT not format of the record	Transitory; Administrative Support; or Policy and Program			

Approved:

Administrative Support

Administrative Support

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Emails, Administrative Support	Messages of a facilitative nature created or received in the course of administering programs; examples - correspondence, daily/weekly activity reports, appointments	Identify functional content (financial, administrative, etc.) and consult relevant common schedules		Temporary - Short Term	
Emails, Policy and Program	Messages documenting the formulation and adoption of policies and procedures and the management of agency programs or functions; examples - case file management, constituent correspondence, periodic reports, budget documents	Identify functional content (financial, administrative, etc.) and consult relevant common schedules		Temporary - Long Term	
Emails, Transitory	Messages of short-term interest with no documentary or evidential value; examples - routine requests for publications; transmittal letters; agency event notices (holidays, parties, charitable campaigns)	Retain for useful life		Transitory	

Administrative Support

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Indexes	Provide a ready reference or pointer into larger sets of records	Retain until destruction of indexed set of records		Temporary - Short Term	Vital Record - duplicate and store offsite
Mailing Lists	Various standard lists of names and addresses	Retain for useful life		Transitory	
News Clippings and Scrapbooks	Copies of news articles and photos maintained by the agency as a historical record of activities	Newspaper Clippings: Retain for useful life Scrapbooks: Permanent		Permanent	
Reference Files	Copies of records, publications, and other materials used to answer routine inquiries and questions	Retain for useful life		Transitory	
Telephone and Fax Machine Contact Logs	Lists of telephone and fax machine contacts and related data	Retain for useful life		Transitory	
Telephone Return Message Records	"While You Were Out" message slips and related data	Retain for useful life		Transitory	

Approved:

Administrative Support

Audits

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Audit Reports	Reports prepared by external auditors examining and verifying the agency's financial activities for a defined period of time	Permanent		Permanent	Vital Record - duplicate and store offsite
Internal Auditing Records	Records documenting the conduct of an internal review of agency financial accounts and processes	7 years		Temporary - Short Term	

Budgeting

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Budget Maintenance Records	Records documenting changes made in the agency's initial budget including change requests, request authorizations, funds transfers, and other records	6 years		Temporary - Short Term	
Budget Reports	Reports documenting the status of an agency's budget	6 years		Temporary - Short Term	Vital Record - duplicate and store offsite (latest copy)
Budget Request Records	Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance	5 years after the end of the fiscal year		Temporary - Short Term	
Cooperative Federal Programs Budget Preparation, Project, and Allocation Records	Records used to develop, estimate, propose, and plan preliminary budget requests for cooperative state/federal programs and reflects the process by which annual budget allotments are distributed	5 years after the end of the fiscal year		Temporary - Short Term	
Final Budgets	Includes the final approved budget for an agency	Permanent; Retain 1 copy		Permanent	Vital Record - duplicate and store offsite (latest copy)
Approved:					Budgeting Page 29

Information Technology

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Computer Inventory Records	Records documenting the assignment of a specific computer to an individual as well as an inventory of the software licensed for that computer; also may include IP address or mailbox assigned to the individual	4 years after computer removed from service or staff leaves agency	O.C.G.A. 16-9-93(g)(4)	Temporary - Short Term	Vital Record - duplicate and store offsite
Computer System Documentation	Hardware and software manuals and program coding	5 years and migration of all permanent records to new system		Temporary - Short Term	Vital Record - duplicate and store offsite
Equipment and Network Usage Documentation	Policies and procedures for appropriate use of agency equipment and software	4 years after superseded	O.C.G.A. 16-9-93g(4)	Temporary - Short Term	
Equipment Records	Include purchase orders, warranties, operation manuals and service contracts for all computer hardware and software	4 years after disposition of equipment	O.C.G.A 9-3-32	Temporary - Short Term	
Network and PC Password and Security Identifications	Records document the issuance or selection of a network password and the administration of security and monitoring of the agency's network	4 years	O.C.G.A. 16-9-93(g)(4)	Temporary - Short Term	Vital Record - duplicate and store offsite

Approved:

Information Technology

Information Technology

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
System Architecture Documents and Wiring Schemas	Records documenting the location of wiring and the design of the overall agency network environment	3 years after obsolete or replaced		Temporary - Short Term	

Legal

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Attorney Case Files	Documents the work of the agency legal counsel in advising and representing a local government	6 years after settlement of case		Temporary - Short Term	
Attorney's Opinions	Interpretations of the law and an agency's compliance with the law	Permanent		Permanent	
Child Support Enforcement Case Files, District Attorneys	Cases brought by a District Attorney in state or federal court on behalf of either the Dept. of Human Resources or a custodial parent who is seeking to establish/enforce the duty of an absent parent to support his/her minor children (84-44)	4 years after closure		Temporary - Short Term	
Child Support Undocketed Case Files, District Attorneys	Cases referred to the District Attorney's office by the Dept. of Human Resources which were not docketed in any court due to insufficient evidence or statements of the custodial parent which prevent initiation of a paternity action (84-43)	20 years after closure		Temporary - Long Term	
Civil and Criminal Court Calendars	Calendar of civil and criminal court activity	1 year after end of calendar year		Temporary - Short Term	

Approved:

Legal

Legal

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Dismissed Misdemeanor and Misdemeanor Traffic Case Files	Documents relating to the investigation and prosecution of misdemeanor and traffic offenses under Georgia Law and alleged violations of county ordinances which are brought against individuals and corporations (87-67)	3 years after closure	Within 90 days after decision not to file an accusation or citation is made: 1. Forward GCIC OBTS final disposition form to GCIC; 2. Return to clerk's office any original documents from the clerk of the court	Temporary - Short Term	
Felony Case Files, District Attorneys	Documents relating to the prosecution of individuals for felony violations of Georgia law (82-61)	30 years		Temporary - Long Term	
Misdemeanor and Misdemeanor Traffic Case Files, District Attorneys & Solicitors-General	Documents relating to the investigation and prosecution of misdemeanor and traffic offenses under Georgia Law and alleged violations of county ordinances which are brought against individuals and corporations (87-66)	5 years after closure		Temporary - Short Term	

Approved:

Legal

Legal

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Uniform Reciprocal Enforcement of Support Act (URESAs) Case Files, District Attorneys	Documents relating to civil actions brought by the District Attorney on behalf of a parent or guardian to obtain or enforce support of minor children (84-42)	4 years after closure		Temporary - Short Term	

Approved:

Legal

Payroll

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Annual Payroll Earnings Reports	Summary of employees' payroll earnings for a fiscal year, including deductions	50 years after the tax year in which the records were created		Temporary - Long Term	Vital Record - duplicate and store offsite
Deduction Authorizations	Records documenting individual employee's authorizations to withhold taxes, to allow direct deposits and other deductions from the employee's pay	5 years after end of fiscal year	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term	Vital Record - duplicate and store offsite
Direct Deposit Records	Including blank checks used to establish direct deposit of employee's paycheck	1 year		Temporary - Short Term	
Employee Retirement Contribution Reports	Documents relating to participation in an agency-supported retirement program	6 years	O.C.G.A. 47-2-26; 48-7-111	Temporary - Short Term	
Garnishments	Records documenting the withholding of funds from an employee's wages at the request of the courts or a state agency	4 years after release from garnishment	26 CFR 31.6001-1; 29 CFR 516.5	Temporary - Short Term	Vital Record - duplicate and store offsite

Approved:

Payroll

Payroll

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Periodic Tax Reports	Records documenting taxable and non-taxable income of an agency	4 years	O.C.G.A. 48-7-111	Temporary - Short Term	
Salary and Wage Records	Pre-payroll reports, monthly payroll check registers, monthly fund distribution reports, and payroll action forms	4 years after the end of the fiscal year	O.C.G.A. 9-3-25; 26 CFR 31.6001-1	Temporary - Short Term	
Unclaimed Paychecks	Checks that remain unclaimed by employees	1 year	O.C.G.A. 44-12-206	Temporary - Short Term	
Unemployment Compensation Records	Documentation relating to employee claims for unemployment compensation	5 years after the end of the fiscal year in which the transaction occurred		Temporary - Short Term	
Wage and Tax Statements (W-2)	An information return used to report wages paid to employees and the taxes withheld from them	4 years	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term	
Withholding Allowance Certificates (W-4)	Federal and state forms completed by an individual to establish the amount of taxes withheld from wages	4 years	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term	

Approved:

Payroll

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Accident Reports	Reports of employee accidents and injuries; may include worker's compensation claims	2 years	O.C.G.A. 9-3-33; 36-11-1	Temporary - Short Term	
Affirmative Action Audits and Annual Reports	Document agency response to federal program reviews, state compliance audits, annual reporting requirements, and internal audits	3 years		Temporary - Short Term	
Affirmative Action Plans	Records documenting an agency's compliance with the requirements of the Equal Employment Opportunity Commission	3 years		Temporary - Short Term	
Applications for Employment, Not Hired	Records documenting applications for job openings including interview notes and materials, transcripts, background surveys, correspondence, etc.	2 years	29 CFR 1602.31	Temporary - Short Term	
Applications for Employment, Unsolicited or Incomplete	Records documenting applications for job openings	Retain for useful life		Temporary - Short Term	

Approved:

Personnel

Page 37

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Background Surveys	Copies of fingerprint cards and criminal background checks of new employees	7 years		Temporary - Short Term	
Cafeteria Plan (Flexible Benefits) Records	Records documenting salary reduction-type plans authorized by the Internal Revenue Service	6 years after termination of participation	IRS Code, Section 125; O.C.G.A. 36-1-11.1	Temporary - Short Term	
Continuation of Insurance Benefits (COBRA) Records	Records documenting individual election to continue insurance benefits beyond employment with an agency	3 years	Consolidated Omnibus Reconciliation Act of 1986	Temporary - Short Term	Vital Record - duplicate and store offsite
Contracts, Teacher	School contracts for teaching services	7 years after expiration	O.C.G.A. 9-3-24	Temporary - Short Term	
Converted Personal Leave Request	Records documenting converted personal leave requests	1 year after leave used		Temporary - Short Term	
Drug Testing Records	Records documenting the random drug testing of employees to include pre-employment, and reasonable suspicion	Positives & Refusals: 5 years. Negatives & Cancelled: 2 years	O.C.G.A. 45-20-13	Temporary - Short Term	

Approved:

Personnel

Page 38

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Employee Assistance Program Case Files	Records documenting the referral and treatment of employees in an agency-sponsored assistance program	5 years after employee completes program		Temporary - Short Term	
Employee Grievance Action Case Files, Resolved	Resolution of employee complaints against supervisor or other employee	2 years	29 CFR 1602.31	Temporary - Short Term	
Employee Handbooks	Guidelines created to explain the internal operations and procedures of the agency to a new employee	Permanent		Permanent	
Employee Medical Files, Toxic/Hazardous Substance Exposure	Documentation of employee exposure to hazardous materials	30 years after separation	29 CFR 1910.1020(d)	Temporary - Long Term	Vital Record - duplicate and store offsite
Employee Parking Records	Records documenting employee parking permit applications, cards, and permits	5 years after expiration of permit		Temporary - Short Term	

Approved:

Personnel

Page 39

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Employee Personnel Files - Permanent Staff	Records documenting an employee's work history with the agency, generally maintained as a case file; includes records of continuing education, performance evaluations, disciplinary actions, and background checks	7 years after separation	O.C.G.A. 45-20-13; 47-2-94	Temporary - Long Term	Vital Record - duplicate and store offsite
Employee Personnel Files - Temporary Staff	Records documenting the work of temporary staff that accrue no retirement benefits as part of their employment	7 years after no longer employed	O.C.G.A. 47-2-94	Temporary - Short Term	
Employee Retirement Plans	Copies of pension plans, both current and past, summarizing benefits and eligibility criteria	Permanent. Retain 1 copy		Permanent	
Employee Retirement Records, Inactive	Records including declaration of beneficiary, requests for retirement, insurance authorizations, correspondence, election of options forms, and other related materials	7 years after benefits end		Temporary - Long Term	
Employee Salary Schedules	Records documenting pay scales and salary levels for all employees	Permanent		Permanent	Vital Record - duplicate and store offsite

Approved:

Personnel

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Employment Eligibility Verification Records	I-9 forms	3 years after date of hire or 1 year after separation, whichever is longer	8 CFR 274a.2(b)	Temporary - Short Term	
Equal Employment Opportunity Commission (EEOC) Charges	Records documenting charges of discrimination filed against an agency	2 years or until final disposition of the charge or action	29 CFR 1602.31	Temporary - Short Term	
Equal Employment Opportunity Commission (EEOC) Reports	Reports classifying employees by race and gender that document compliance with EEOC rules	3 years	29 CFR 1602	Temporary - Short Term	
Family Medical Leave Case Files	Records documenting extended absence from work by an employee under provisions of the Family Medical Leave Act	3 years		Temporary - Short Term	
Georgia Commission on Equal Opportunity (GCEO) Complaints	Records documenting charges of discrimination filed against an agency	2 years or until disposition of charge or action	29 CFR 1602.31	Temporary - Short Term	

Approved:

Personnel

Page 41

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Group Health Insurance Policies, Expired	Group insurance policies held by a local government as part of the employee benefits program	10 years		Temporary - Short Term	
Insurance Claims, Closed	Records documenting the administration of a government-operated insurance program	5 years	O.C.G.A. 9-3-31; 9-3-32; 9-3-33	Temporary - Short Term	
Job Recruitment Materials	Records documenting efforts to advertise positions and attract qualified personnel	2 years	29 CFR 1602.31	Temporary - Short Term	
Leave Donation Records	Records documenting the donation of leave by employees to assist an individual who must be absent from work for an extended period of time due to illness	1 year after leave used		Temporary - Short Term	
Leave Records	Records documenting hours worked, leave earned, and leave taken; does not include final leave status	3 years		Temporary - Short Term	
Leave Status, Final	Records documenting cumulative leave held by an individual employee	Place in personnel file after separation	O.C.G.A. 47-2-91	Temporary - Short Term	Vital Record - duplicate and store offsite

Approved:

Personnel

Page 42

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Position Classification Materials	Records documenting job requirements, description, and salary range	4 years after position is re-classified		Temporary - Short Term	
Pre-employment Assessments, Not Hired	Exams taken by those applying for positions with a local government	2 years	29 CFR 1602.31	Temporary - Short Term	
Retirement Incentive Program Records	Records documenting employees who elect for early retirement under government-offered incentive programs	6 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Retirement System Transaction Reports	Status of individual pension accounts including interest, contributions, and withdrawals	10 years after fiscal year in which the record was created		Temporary - Short Term	Vital Record - duplicate and store offsite
Short/Long Term Disability Leave Files, Non-FMLA	Records documenting extended absence from work by an employee; non-FMLA	3 year		Temporary-Short Term	
Training Records	Records documenting attendance and course content for continuing education training	7 years		Temporary - Short Term	

Approved:

Personnel

Page 43

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Work Schedules and Time Sheets	Records documenting employee's daily and weekly work schedules	3 years	29 CFR 516.6	Temporary - Short Term	
Workers' Compensation Claims, Closed	Records documenting employee accidents, injuries, and medical claims	4 years and settlement of all claims due	O.C.G.A. 9-3-31	Temporary - Short Term	Vital Record - duplicate and store offsite
Worker's Permits	Permits to allow persons under 18 years old to obtain summer employment	Return to issuing officer (school board) after termination or failure to appear for 30 days	O.C.G.A. 39-2-13	Temporary - Short Term	

Approved:

Personnel

Page 44

Property

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Acquisition Records	Records documenting the purchase of property (real and personal) by an agency; does not include deeds or titles	5 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Architectural Project Monitoring Files	Monitoring of the construction of local government facilities	7 years after project completion	O.C.G.A. 9-3-24	Temporary - Short Term	
Blueprints and Specifications, As-Built	Plans and specifications of government-owned facilities	Permanent	O.C.G.A. 9-3-51	Permanent	Vital Record - duplicate and store offsite
Building/Grounds Maintenance Remodeling and Repair Records	Documents the condition, upkeep and routine maintenance on agency facilities and grounds	7 years	O.C.G.A. 9-3-24	Temporary - Short Term	Vital Record - duplicate and store offsite
Capital Construction Project Records	Provides a record of the planning, administration and implementation of capital construction projects; includes project descriptions and requirements, bid records, plan reviews, project schedules, contract changes, consultant contracts, and budgets	11 years after completion of project		Temporary - Long Term	

Approved:

Property

Page 45

Property

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Depreciation Schedules	Records documenting useful life and depreciation of agency-owned equipment and property, usually for insurance purposes	3 years after disposition of equipment or property		Temporary - Short Term	Vital Record - duplicate and store offsite
Equipment and Vehicle Purchases	Records documenting the purchase of agency-owned vehicles	5 years after disposition of equipment	O.C.G.A. 9-3-31	Temporary - Short Term	
Equipment Maintenance Records	Includes purchase orders, warranties, operating manuals, service contracts and service logs for maintenance of agency-owned equipment and vehicles	5 years	O.C.G.A. 9-3-31; 9-3-32	Temporary - Short Term	
Facility Inspection Files and Reports	Records documenting inspection of facilities to comply with standards, rules, and codes affecting health and safety of the occupants; includes security and safety inspections	Building Age 0-8 years: 11 years Building Age 9 years and older: 3 years	O.C.G.A. 9-3-33; 9-3-51	Temporary - Short Term	
Facility/Building Security Records	Records documenting security measures and procedures	5 years	O.C.G.A. 9-3-30	Temporary - Short Term	Vital Record - duplicate and store offsite

Approved:

Property

Page 46

Property

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Federal Property Records	Records documenting the loan or lease of federal government equipment	7 years after expiration of contract or disposal of equipment	O.C.G.A. 9-3-24	Temporary - Short Term	
Fuel and Oil Usage Reports	Periodic reports of the consumption of diesel, gas, and oil in government-owned vehicles	3 years		Temporary - Short Term	
Fuel Tax Reports	Periodic reports of taxable and non-taxable diesel fuel usage by government-owned vehicles	3 years		Temporary - Short Term	
Government Equipment Lease Records	Records documenting the lease of government equipment (federal or state) by local governments	7 years after expiration of lease	O.C.G.A. 9-3-24	Temporary - Short Term	
Insurance Fund Claims	Records documenting requests for payment of insurance claims	5 years after claim is paid or denied	O.C.G.A. 9-3-31; 9-3-32; 9-3-33	Temporary - Short Term	Vital Record - duplicate and store offsite
Insurance Policies	Records documenting insurance purchase for agency facilities or of membership in risk management cooperatives	7 years after expiration of policy or membership	O.C.G.A. 9-3-24	Temporary - Long Term	Vital Record - duplicate and store offsite

Approved:

Property

Page 47

Property

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Inventories	Listings of agency-owned property and equipment	Retain until superseded		Transitory	Vital Record - duplicate and store offsite
Leasing and Rental Records	Records documenting the leasing or renting of land, buildings, or facilities	7 years after expiration (or termination) of contract	O.C.G.A. 9-3-24	Temporary - Long Term	Vital Record - duplicate and store offsite
Maintenance Schedules	Schedules for maintenance of agency-owned equipment and vehicles	5 years	O.C.G.A. 9-3-26	Temporary - Short Term	
Maintenance Work Orders	Records documenting routine maintenance on facilities and property	5 years	O.C.G.A. 9-3-26	Temporary - Short Term	
Motor Pool Vehicle Records	Records documenting reservation and use of motor pool vehicles by agency personnel and gasoline usage by motor pool vehicles	5 years		Temporary - Short Term	
Property Disposition Requests (Surplus Property Records)	Documents a request for change in status of government-owned property	5 years		Temporary - Short Term	

Approved:

Property

Page 48

Property

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Real Property Ownership Records	Deeds and supporting documentation for land owned by an agency	11 years after the year in which the property was sold or transferred	O.C.G.A. 9-3-51	Temporary - Long Term	Vital Record - duplicate and store offsite
Receipts of Responsibility	Records documenting property temporarily in use or possession of an employee	Retain until return of item to property manager	O.C.G.A.9-3-31; 9-3-32; 50-5-80	Temporary - Short Term	Vital Record - duplicate and store offsite
Restricted Area/Access Authorization Identification Records	Documents the issuance of security/access badges to staff	5 years after employee separation from service		Temporary - Short Term	Vital Record - duplicate and store offsite
Space Planning/Design Management Project Files	Evaluation and design of office space for local government agencies	3 years after project completion		Temporary - Short Term	
Utility Systems Operating and Maintenance Records	Records include equipment operations logs, mechanical reading charts, equipment maintenance histories	5 years after equipment is no longer in service	O.C.G.A. 9-3-26	Temporary - Short Term	Vital Record - duplicate and store offsite

Approved:

Property

Page 49

Property

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Vehicle Accident Reports	Records documenting damage to agency-owned vehicles	5 years	O.C.G.A. 9-3-33; 9-3-32	Temporary - Short Term	
Vehicle and Equipment Cost Reports	Reports generated to assess and monitor the costs of agency-owned vehicles and heavy equipment	3 years		Temporary - Short Term	
Vehicle and Equipment Maintenance Files	Records documenting routine maintenance on vehicle and equipment	5 years after the vehicle is sold or replaced	O.C.G.A. 9-3-31; 9-3-32	Temporary - Long Term	Vital Record - duplicate and store offsite
Vehicle Parts Lists	Lists of replacement parts for agency-owned vehicles	3 years		Temporary - Short Term	
Vehicle Permits/Security Identification Records	Records documenting the issuance of vehicle decals providing access to security areas	2 years after expiration		Temporary - Short Term	
Vehicle Title Records	Documents agency ownership of cars, vans, trucks, trailers, tractors, etc.	Applications: Retain until receipt of title Title: Retain for duration of ownership	O.C.G.A. 9-3-31	Temporary - Short Term	Vital Record - duplicate and store offsite

Approved:

Property

Page 50

Property

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Vehicle Usage Reports	Reports used to track fuel usage and mileage	3 years		Temporary - Short Term	
Vehicle Use Authorizations and Requests	Records documenting permission for employees to use their private automobiles for official business and receive reimbursement for mileage	5 years	O.C.G.A. 9-3-31; 9-3-32	Temporary - Short Term	

Approved:

Property

Page 51

Records Management

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Annual Master Negative Inspection Reports	Reports documenting the statistical sample of film inspected each year for signs of physical deterioration	Permanent		Permanent	
Condition Reports of Duplicating Masters	Records documenting the inspection of microfilm duplicating masters for signs of physical deterioration	Retain for useful life		Transitory	
Destruction Records	Records documenting the destruction of agency records	7 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Inventories	Current listings of records created and maintained by an agency	5 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Microfilm Processing Records	Records documenting the proper processing of silver gelatin and diazo films to show compliance with standards; does not include quality inspection reports	7 years		Temporary - Short Term	

Approved:

Records Management

Records Management

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Microfilm Production Records	Records documenting the preparation and filming of records such as production reports, activity reports, film logs, retake orders, title targets, and lists of records to be filmed	5 years		Temporary - Short Term	
Microfilm Quality Inspection Reports (Quality Control Reports)	Reports documenting the quality of individual rolls of film	Retain for life of microfilm		Temporary - Long Term	
Microfilm Transmittals and Evaluation Reports	Records documenting the transfer of film to a security storage facility and the condition of the film upon acceptance into the facility (evaluation report is completed by storage facility)	Retain for life of microfilm		Temporary - Long Term	Vital Record - duplicate and store offsite
Microfilm Vault Monitoring Records	Records documenting temperature and humidity conditions within a storage facility	5 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Records Schedules, Record Copy	Records retention schedule approved by resolution/ordinance; may be filed with other resolutions/ordinances	Permanent		Permanent	

Approved:

Records Management

Records Management

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Records Schedules, Reference Copies	Copies of approved agency records retention schedules	5 years after superseded		Temporary - Short Term	
Records Transmittal Records	Records documenting the transfer of agency records into the custody of a records center facility	5 years after disposition of transferred records	O.C.G.A. 16-8-4; 50-18-80; 50-5-146	Temporary - Short Term	Vital Record - duplicate and store offsite
Reference Requests	Reference pull sheets documenting the retrieval of records from a records storage facility	5 years		Temporary - Short Term	

Approved:

Records Management



Specific Schedules



THE GEORGIA ARCHIVES

KAREN HANDEL, SECRETARY OF STATE

DAVID W. CARMICHEAL, DIRECTOR

Records and Information Management Services Schedule for Local Government Specific Records

Building

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Blueprints and Specifications, As-Built	Plans and specifications submitted by contractors when applying for building permits	Retain for life of structure		Temporary - Long Term	
Blueprints and Specifications, Interim and Never Constructed	Plans and specifications submitted by contractors when applying for building permits; these buildings were never constructed or plans were altered prior to construction	7 years	O.C.G.A. 9-3-24	Temporary - Short Term	
Building Codes	Published code books containing building standards	Permanent		Permanent	

Approved:

Building

Building

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Certificates of Occupancy	Records documenting compliance with minimum standards required by the safety fire laws	10 years		Temporary - Short Term	
Demolition Records	Records relating to the demolition and clearance of buildings deemed unfit for habitation	5 years		Temporary - Short Term	
Rehabilitation Applications, Inactive	Applications from owners of substandard property for financial assistance to improve property	5 years		Temporary - Short Term	
Sewage Disposal System Inspection Reports	Records documenting the inspection of building sewage systems for compliance with building codes	2 years		Temporary - Short Term	
Street Address Lists	Listings of streets and house numbers	Retain for useful life		Transitory	Vital Record - duplicate and store offsite

Approved:

Building

Cemetery

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Interment Records	Provide a cross-reference for other cemetery records by listing name of deceased, location, costs, and date of burial	Permanent		Permanent	
Lot Owner Card Files	Description of cemetery plots that provides owner name, date of purchase, and deed number	Permanent		Permanent	
Registers	Lists of cemetery plots indicating location, purchaser, and deed numbers	Permanent		Permanent	Vital Record - duplicate and store offsite

Approved:

Cemetery

Courts - Juvenile

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Case Files of Juveniles on Probation or Supervision with the Court	Documents relating to a juvenile's status on probation or supervision with the court (99-0009)	Retain until child reaches the age of 17 or probation is terminated, whichever is later		Temporary - Short Term	
Court Calendars	Documents relating to listing of matters to be heard, dates for hearing and styles of cases (99-0012)	1 year		Temporary - Short Term	
Court Reporter's Notes and Files	Documents relating to verbatim recording of oral proceedings before the court (99-0010)	2 years		Temporary - Short Term	
Docket Books	Documents relating to cases filed in juvenile courts (99-0011)	28 years from end of calendar year of last entry		Temporary - Long Term	

Courts - Juvenile

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Files and Records of Juvenile Court Administered Programs	Documents relating to the administration of various court programs including community service, diversion, restitution, risk-reduction, Tough Love, mentoring, tutoring and counseling programs (99-0013)	5 years		Temporary - Short Term	
Individual Juvenile Court Case Files	Consists of court adjudication of juvenile cases. The files serve as the minutes (99-0006)	29 years from end of calendar year in which child was born or 15 years from date of last entry, whichever is longer		Temporary - Long Term	
Legitimation Case Files and Termination of Parental Rights Case Files in Which Rights Were Terminated	Case files documenting legitimation and termination of parental rights (99-0008)	Permanent		Permanent	

Courts - Juvenile

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Parental Notification of Abortion Case Files	Documents relating to actions initiated by a minor, on such minors behalf or by next friend, for a waiver of the requirement that a parent be notified that an abortion is to be performed (99-007)	90 days		Temporary - Short Term	
Traffic Case Files	Consists of court adjudication of traffic case involving minors. The individual juvenile court case files shall serve as the minutes (99-0014)	6 years		Temporary - Short Term	

Approved:

Courts - Juvenile

Page 61

Courts - Magistrate

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Affidavits for Summons of Dispossessory	Affidavits documenting demands for possession of premises by owners	Retain until no longer useful		Temporary - Short Term	
Affidavits for Summons of Foreclosure of Personal Property	Affidavits documenting foreclosures of personal property	2 years		Temporary - Short Term	
Arrest and Search Warrants Files	Documents relating to arrest and search warrants. Specifically excludes the original of arrest warrants in which the defendant was bound over for trial by a magistrate to state or superior court (85-43)	10 years		Temporary - Short Term	
Civil Case Files	Documents relating to trying of civil cases in Magistrate Courts (87-65)	10 years after case is closed		Temporary - Short Term	
Transcripts, Recordings, or Notes of Proceedings as Court Inquiry	Documents relating to certified transcripts, recordings, or notes of proceedings as a court of inquiry (84-39)	2 years or transfer with warrant to trial court		Temporary - Short Term	

Approved:

Courts - Magistrate

Courts - Municipal

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Arrest Warrants, Executed	Summons for an individual who has not appeared in court for sentencing	3 years after court appearance		Temporary-Short Term	
Arrest Warrants, Open	Summons for an individual who has not appeared in court for sentencing	50 years for murder; 15 years for all others		Temporary-Long Term	
Cash Bond List	List of offenses under the court's jurisdiction and bond amount set for each offense	3 years after superseded		Temporary-Short Term	
Citation Intake List	List of citations received from public safety officers by the court	Until no longer useful		Temporary-Short Term	
Court Calendar	Documents relating to list of matters to be heard, dates and styles of cases (99-0012)	1 year		Temporary-Short Term	
Court Docket	Books which generally contain essential information in summary form about each traffic case adjudicated	10 years from date of last entry	SCO0502 (81-0630) Common Records Retention Schedule for courts MPR-5	Temporary-Short Term	

Approved:

Courts - Municipal

Courts - Municipal

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
DDS Electronic Transfer	List of convictions and failures to appear transferred to DDS	6 years		Temporary-Short Term	
Dismissed Misdemeanor and Misdemeanor Traffic Case Files	Documents relating to the investigation and prosecution of misdemeanor and traffic offenses under Ga. Law and alleged violations of city ordinances which are brought against an individual	3 years after closure		Temporary-Short Term	Within 90 days after decision not to file an accusation or citation is made: 1.Forward GCIC OBTS final disposition form to GCIC; 2.Return to clerk's office any original documents from the clerk of the court
DUI Notices/Photos	Notice of conviction of 2nd and subsequent DUI sent to local newspaper	Until no longer useful	O.C.G.A. 40-6-391(J)(1)	Temporary-Short Term	
GCIC/NCIC Printouts	Driver and Criminal Histories printed for use by prosecutor and judge	Until no longer useful			
Jail List	List received showing defendants incarcerated from public safety or jail	Until no longer needed			

Approved:

Courts - Municipal

Courts - Municipal

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Misdemeanor Case Files, Traffic Court	Court adjudication of misdemeanor traffic citations issued by authorized public safety officers and documents specific to the case	6 years after closure	O.C.G.A. Title 40, Chapters 5,6, 8, and 9	Temporary-Short Term	
Misdemeanor Court Records-Case Files	Documents supporting the adjudication of a case	20 years after closure		Temporary-Long Term	
Misdemeanor Traffic Offenses Transferred to Another Jurisdiction	Citations, accusations and summons transferred to higher court for jury trial or another court of jurisdiction	6 years after closure	O.C.G.A. Title 40, Chapters 5, 6, 8, and 9	Temporary-Short Term	
Prisoner Mail Logs	Record of all mail received by an inmate	1 year		Temporary-Short Term	

Courts - Probate

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Applications, Bonds, and Permits for Fireworks Displays	Applications for public display or exhibition of fireworks. Included are applications, bonds, evidence of liability insurance, and permits (84-0088)	7 years		Temporary - Short Term	
Election Tally Summary File	Election tally sheets (81-SCO10)	Permanent		Permanent	
Estate Case Files	The qualification of a legal representative and the management and distribution of the assets of an estate. Included are: original and recorded copies of all proceedings in relation to estates, excluding probate of wills (87-0083)	Permanent		Permanent	Vital Record - duplicate and store offsite
Involuntary Commitment Records	The hospitalization and treatment of mentally ill, mentally retarded, alcoholics, drug-dependent individuals and drug abusers (85-0019)	20 years after case dismissed or discharge verified		Temporary - Long Term	Vital Record - duplicate and store offsite

Courts - Probate

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Lists of Persons Who Have Been Adjudicated As Mentally Incompetent	Records relating to deleting from electors lists the names of those persons who have been adjudicated as mentally incompetent (90-0090)	2 years		Temporary - Short Term	
Marriage Records	Transcription or photocopy of the marriage license recorded by the probate judge within 30 days of the marriage	Permanent		Permanent	Vital Record - duplicate and store offsite
Peddlers Licenses and Certificates of Eligibility Files	Applications for peddler's license and certificate of eligibility for disabled, indigent, disabled veterans, and the blind for a free license (85-0079)	10 years		Temporary - Short Term	
Pistol Toter's License Application File	The licensing of county residents to carry a pistol or other firearm. Included are approved and denied applications for licenses to carry a pistol or other firearm and supporting documents (83-0770-A)	9 years		Temporary - Short Term	

Courts - Probate

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Public Officers' Oaths and Bonds	The oaths of office and bonds of public officials filed in the probate court	6 years after date of action; Record Books		Temporary - Short Term; Permanent	Vital Record - duplicate and store offsite
Registers of Physicians, Dentists and Other Professionals	The registering of various professions by the probate judge. This records series is obsolete; ending in 1951. (85-0017)	Permanent		Permanent	
Wills	Wills of decedents. Included are original, photostatic, and recorded copies of probated wills of decedents. Specifically excluded are wills of living persons filed in the Probate Court for safekeeping and wills filed but not probated (87-0082)	Permanent		Permanent	

Approved:

Courts - Probate

Page 68

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Applications for Petitions to Recall the Probate Judge	Records relating to granting authority for petitions for the recall of the judge of the probate court as provided for in O.C.G.A.21-4-3(3)(A) (90-88)	2 years		Temporary - Short Term	
Applications for Trade Name	Documents relating to registration of trade name under which an individual or company is doing business (83-1210)	1 year after entry into index book		Temporary - Short Term	
Calls of Recall Elections for Probate Judge	Calls for recall elections for a probate judge who also serves as election superintendent. See O.C.G.A.21-4-13(c)(2) (90-89)	2 years		Temporary - Short Term	
Certification of Bar Admission Eligibility File	Certificates of a passing bar exam score and orders of judge for clerk to issue license to practice law (83-865)	70 years		Temporary - Long Term	Vital Record - duplicate and store offsite

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Certified Felony Transcripts - Capital Offenses	Documents relating to certified verbatim records or narrative recollections of judicial proceedings in both capital and non-capital felony cases (SCO0101)	70 years		Temporary - Long Term	
Certified Felony Transcripts - Certified Felony Transcripts Filed in Case Files	Documents relating to certified verbatim records or narrative recollections of judicial proceedings in both capital and non-capital felony cases (SCO0103)	Permanent		Permanent	
Certified Felony Transcripts - Non-Capital Felonies	Documents relating to certified verbatim records or narrative recollections of judicial proceedings in both capital and non-capital felony cases (SCO0102)	20 years		Temporary - Long Term	
Civil and Criminal Calendars	Documents relating to listing civil and criminal matters to be heard, dates for hearing, and styles of cases. Included are calendars for judges and magistrates (83-864)	1 year		Temporary - Short Term	

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Civil Case Files	Documents relating to trying civil cases in superior courts and documenting the proceedings in those cases (86-23)	Permanent		Permanent	
Civil Cases Not Proceeding to Final Judgment (DWOPs)	Documents relating to trying civil suits in superior courts (83-1202)	5 years after last action or dismissal		Temporary - Short Term	
Civil Dockets	Documents relating to indexing all pleadings files in the course of civil actions, including independent motions which are to be decided by the judge without the intervention of a jury (83-862)	Permanent		Permanent	
Clerks List of Persons Who Have Been Convicted of a Felony	Records relating to deleting from elector lists those persons who have become disfranchised because of being convicted of certain felonies (90-86)	2 years		Temporary - Short Term	Vital Record - duplicate and store offsite

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Court Reporter's Note Files - Capital and Non-Capital Felony Offenses	Documents of recordings, notes or other records relating to generation of certified transcripts. Included are: recordings, notes, and other records which have not been reduced to typed or printed documents (SCO0105)	2 years		Temporary - Short-Term	
Criminal Evidence Books - Capital and Non-Capital Felonies	This includes well-bound books used to contain court reporter's transcripts and recollection transcripts of judicial proceedings involving charges of felony offenses (SCO0104)	20 years - Non-capital; 50 years - Capital		Temporary - Long-Term	
Deed Books	Books containing instruments pertaining to ownership and transfer of ownership of real and personal property (SCO0901)	Permanent		Permanent	Vital Record - duplicate and store offsite
Discharged Federal Tax Lien Files	Documents relating to discharged federal tax liens (83-868)	If indexed, 7 years from discharge; otherwise, 50 years		Temporary - Short Term; Temporary - Long Term	
Duplicate Index Books	Duplicate index books (SCO0804)	Destroy		Transitory	

Approved:

Courts - Superior & State

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Elections Records File	Documents relating to general and primary elections (83-1205)	2 years and approval of grand jury		Temporary - Short Term	
Federal Tax Lien Files	Documents relating to federal tax liens (83-867)	If indexed, 7 years from discharge; otherwise, 50 years		Temporary - Short Term; Temporary - Long Term	
Federal Tax Lien Index	Documents relating to discharged federal tax liens. Included is the federal tax lien index (83-866)	10 years		Temporary - Short Term	
Felony Case Files	Documents relating to trying felony cases in superior courts and documenting proceedings in those cases. Included are indictments, pleadings, motions, warrants, bond applications, sentences, correspondence, and all other papers pertinent to felony cases (86-21)	Permanent		Permanent	

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
General Execution Docket and General Execution Docket Indexes	Documents relating to recording basic information concerning the execution of the court's decisions (84-31)	17 years after date of last judgment		Temporary - Long Term	
Grand Juror and Trial Juror Lists	Documents relating to summoning and service of grand jurors and trial jurors (83-1206)	10 years after end of term of court or 30 days, if recorded in minutes		Temporary - Short Term	
Indexes to Deeds	Documents relating to maintaining an index for recorded deeds (87-69)	Permanent		Permanent	Vital Record - duplicate and store offsite
Juror Information Form	Documents relating to (1) providing information to attorneys about summoned jurors in order to facilitate jury selection, and/or (2) correcting errors on or updating information on juror master list (84-32)	1 year		Temporary - Short Term	

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Jury Drafts and Scripts	Documents relating to juror payment for service. Included are copies of juror drafts and script (83-1207)	4 years		Temporary - Short Term	
Jury Master List (Box)	Documents relating to persons qualified for jury service (83-1203)	10 years after revision of jury master list		Temporary - Short Term	Vital Record - duplicate and store offsite
Jury Questionnaire File	Documents relating to selection and qualification of jurors (83-1204)	10 years after revision of jury list		Temporary - Short Term	
Minute Books	Documents relating to recording proceedings and orders in superior courts (85-99)	Permanent		Permanent	Vital Record - duplicate and store offsite
Misdemeanor Court Records - Books of Fines and Forfeitures	Books which contain listings of fines and forfeitures received by the court regarding each particular misdemeanor offense (SCO0404)	20 years		Temporary - Long Term	

Approved:

Courts - Superior & State

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Misdemeanor Court Records - Case Files	Records documenting court adjudication of misdemeanor citations (SCO0401)	20 years		Temporary - Long Term	
Misdemeanor Court Records - Docket Books	Books which generally contain essential information in summary form about each particular misdemeanor case adjudicated (SCO0402)	20 years after date of last entry		Temporary - Long Term	Vital Record - duplicate and store offsite
Misdemeanor Court Records - Minute Books	Books which contain photostatic copies of the accusation and disposition associated with each case, or contain typewritten entries regarding the defendant, charge and disposition of each case (SCO0402)	20 years after date of last disposition recording		Temporary - Long Term	
Misdemeanor Transcripts - Certified Misdemeanor Transcripts	Documents relating to certified verbatim records or narrative recollections of judicial proceedings in misdemeanor cases (SCO0301)	3 years or duration of sentence, whichever is longer		Temporary - Short Term	

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Misdemeanor Transcripts - Certified Misdemeanor Transcripts Filed in Cases Files	Documents relating to certified verbatim records or narrative recollections of judicial proceedings in misdemeanor cases (SCO0302)	3 years or duration of sentence, whichever is longer		Temporary - Short Term	
Misdemeanor Transcripts - Court Reporter's Notes Files	Documents relating to certified verbatim records or narrative recollections of judicial proceedings in misdemeanor cases (SCO0303)	1 year		Temporary - Short Term	
Newspapers Containing Legal Advertisements	Documents relating to giving public notice, through newspaper advertisements, of official actions or as required by various laws (84-3)	50 years; then transfer to library or historical society		Temporary - Long Term	
Notary Public Application, Certificates and Dockets - Applications and Certificates	Documents relating to certifying persons to be notaries public (83-1209)	9 years; if no docket book exists, Permanent		Temporary - Short Term; Permanent	

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Notary Public Application, Certificates and Dockets - Docket Book	Documents relating to certifying persons to be notaries public (83-1209)	Permanent		Permanent	
Personal Property - Continuation Statements	Documents identifying the original financing statement by number and stating that the original statement is still effective which is signed by the secured party. Filed after Jan.1,1964 (SCO0806)	6 years after date of filing		Temporary - Short Term	
Personal Property - Financing Statements	Documents indicating the names and addresses of the debtor and the secured party, signed by the debtor, and containing a "statement indicating the types or describing the items of collateral". Filed after Jan.1, 1964 (SCO0805)	6 years after date of filing		Temporary - Short Term	

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Personal Property - Indexes of Financing Statements	Books containing the name and address of the debtor, and the file number of the financing statement, as well as entries regarding receipt of continuation statements, termination statements, and statements of assignment and release. Filed after Jan.1,1964 (SCO0810)	Permanent		Permanent	Vital Record - duplicate and store offsite
Personal Property - Original Instruments	Documents include bills of sale, personal property mortgages, contracts, conditional sales contracts, bill of sale to secure debt, liens, assignments, leases, liens of conveyances of crops, transfers, bonds for title, renewals (of debt), affidavits, agreements, or retention title contracts never returned to the parties to the transaction. Recorded prior to Jan.1,1964 (SCO0801)	Return to parties; if not possible, destroy		Transitory	

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Personal Property - Record Books and Indexes Containing Entries Relating to Personalty Only	Includes books of bills of sale, deeds to personal property, books for bills of sale to secure debt, chattel mortgages and lien dockets, filing dockets to chattel mortgages, and personalty mortgages, personal property docket, grantor index, and public index to personalty mortgages. Recorded prior to Jan.1, 1964 (SCO0802)	20 years		Temporary - Long Term	Books created prior to 1900 must be offered to Archives
Personal Property - Record Books and Indexes Relating to Both Personalty and Realty	Books include Mortgage Liens, Titles, Contract Records, Factor's Lien Records, File Docket for Liens, Lease Records, Liens, Lien Stock Record, Mortgage Record, Promiscuous Record, Security Bonds and Deeds, Filing Dockets and General Indexes, and Grantee/Grantor Indexes (SCO0803)	Permanent		Permanent	Vital Record - duplicate and store offsite

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Personal Property - Statements of Assignment	Documents setting forth the name of the secured party of record, the debtor, the file number, the date of the filing of the financing statement, and the name and address of the assignee, and descriptions of the assigned collateral; filed after Jan.1,1964 (SCO0808)	6 years after date of filing		Temporary - Short Term	Vital Record - duplicate and store offsite
Personal Property - Statements of Release	Documents containing a description of the collateral being released, the name and address of the debtor, the name and address of the secured party, and the file number of the financing statement; filed after Jan.1, 1964 (SCO0807)	6 years after date of filing		Temporary - Short Term	
Personal Property - Termination Statements	Documents stating that there is no outstanding secured obligation and no commitment to make advances, incur obligations or otherwise give value, indicating the financing statement's file number and/or signed by the secured party. Filed after Jan.1,1964 (SCO0809)	1 year		Temporary - Short Term	Vital Record - duplicate and store offsite

Approved:

Courts - Superior & State

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Practicing Attorneys Registration Books	Documents relating to registration of practicing attorneys (83-886)	Permanent		Permanent	
Real Estate Transfer Tax Declaration Forms File	Documents relating to transfer tax on real estate; included is the duplicate copy of the real estate tax declaration form which is filed in the superior court clerk's office (83-827)	3 years		Temporary - Short Term	
Record of Writs	Documents recording the text of each case heard by the courts, especially recording writs issued (83-863)	Permanent		Permanent	
Revenue Remittance File	Documents relating to remitting revenue to the County Department of Finance or County Treasurer (85-39)	5 years		Temporary - Short Term	
Sealed Civil Depositions	Documents relating to obtaining pre-trial testimony from parties and witnesses during discovery for civil case filed in the superior court under O.C.G.A.9-11-(27-31) (86-22)	1 year after termination of case		Temporary - Short Term	

Approved:

Courts - Superior & State

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Sheriff's Juror Precepts	Documents relating to summoning of grand and trial jurors; included are clerk's list to sheriff showing juror to be summoned for service for term of court (83-1208)	3 years		Temporary - Short Term	
State Bar Applications for Admission Without Examination	Documents relating to admission to State Bar of Attorneys from other states (83-869 Note: This series ended in 1977)	70 years		Temporary - Long Term	
Superior Court Clerks' Certified Lists of Qualified Electors	Certified lists of qualified electors and the accompanying certification of the number of electors by race in each precinct (90-87; Note: Requirement for these records was repealed in 1987)	Destroy		Transitory	
Third Year Law Students' and Staff Instructors' Files	Documents relating to authorization of third year law student or staff instructor to assist District Attorney or practice legal aid (83-889)	3 years		Temporary - Short Term	

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Trade Name Registration Indexes	Documents relating to registration of trade name under which an individual or company is doing business (83-1210)	Permanent		Permanent	Vital Record - duplicate and store offsite
Traffic Court Records - Books of Fines and Forfeitures	Books which contain listings of fines and forfeitures received by the court regarding each particular offense (SCO0504)	10 years from date of last entry		Temporary - Short Term	
Traffic Court Records - Case Files	Records documenting court adjudication of traffic citations (SCO0501)	6 years		Temporary - Short Term	
Traffic Court Records - Docket Books	Books which generally contain essential information in summary form about each traffic case adjudicated (SCO0502)	10 years from date of last entry		Temporary - Short Term	
Traffic Court Records - Minute Books	Books which contain photostatic copies of the accusation and disposition associated with each case, or contain typewritten or handwritten entries detailing the defendant, charge and disposition of each case (SCO0503)	10 years from date of last entry		Temporary - Short Term	

Approved:

Courts - Superior & State

Courts - Superior & State

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Traffic Court Records - Records Concerning Traffic Violations Which Result in a Felony Charge	Records concerning traffic violations which result in a felony charge (SCO0505)	Permanent		Permanent	

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Accident Reports, Student or Visitor	Reports and investigations of injuries occurring on the school campus	5 years	O.C.G.A. 9-3-33	Temporary - Short Term	
Adult and Community Education Program Course Offerings	Lists of courses offered for each term	Permanent. Retain 1 copy		Permanent	
After-School Program Daily Records	Non-financial school records documenting daily attendance and activities of the after school program, such as attendance, late pick up, etc.	Retain for useful life		Temporary - Short Term	
Annual Reports, Driver Education	Annual reports to the state on the number of students and teachers participating in driver's ed programs	3 years		Temporary - Short Term	
Attendance Records for Home-Schooled Students	Records documenting required hours of study for home-schooled students	Retain until student reaches age 18		Temporary - Long Term	

Approved:

Education

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Behavior Policy/Code of Conduct Records	Copies of written school policy of student behavior, signed annually for each student by parent or guardian	1 year		Temporary - Short Term	
Certificates of Eligibility - Migrant Education Agency	Documents relating to the eligibility of migrant families to participate in the migrant education program	6 years	O.C.G.A. 20-2-189	Temporary - Short Term	Vital Record - duplicate and store offsite
Civil Rights Reports	Statistical reports analyzing racial and gender breakdowns of student bodies	Final Report: Permanent All other records: 6 years		Permanent	
Class Rolls	Lists of students in each class	3 years		Temporary - Short Term	
Clinic Activity Information	Documents the disbursing of medication and clinic visits by students	3 years	O.C.G.A. 9-3-33	Temporary - Short Term	

Approved:

Education

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Completed and Graded Student Work, Not Returned to Student	Tests and other school assignments not returned to the student	Retain until end of school year		Temporary - Short Term	
Court-ordered Busing Plans and Maps	Overall plans designating which neighborhoods are served by each school in the system and indicating bus routes, that were created originally in response to a court order	Permanent		Permanent	
Curriculum Course Guides	Handbook documenting the content, objectives, and evaluation criteria for all school courses	Permanent. Retain 1 copy		Permanent	
Declarations of Intent, Home School	Notices by parent or guardian that a child will participate in a home study program	5 years		Temporary - Short Term	
Department and Program Operational Records	Documentation of day-to-day operations of a department or program, including correspondence and reports	5 years		Temporary - Short Term	

Approved:

Education

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Dropout Reports	Reports generated to document students who cease attending school	5 years		Temporary - Short Term	
Emergency Contact Cards	Record of individuals to be notified in event of student accident or illness	Retain for useful life`		Temporary - Short Term	
Emergency/Fire Drill Reports	Documentation of all fire drills held in each school	3 years		Temporary - Short Term	
Enrollment Records - Student Did Not Attend	Records relating to students accepted for enrollment who did not attend school	1 year		Temporary - Short Term	
Federally-Affected Areas Membership Counts	Reports of numbers of students whose parents reside or are employed on federal property	5 years		Temporary - Short Term	
Field Trip Authorizations/Parental Permissions	Authorization of parent for student to participate in an off-campus school activity	Retain until end of school year		Temporary - Short Term	

Approved:

Education

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Georgia High School Association Files	Documents school participation in the state high school association	5 years		Temporary - Short Term	
Gifted and Talented Program Selection and Placement Requirements Documentation	Core documentation about the admission criteria and program requirements	Permanent. Retain 1 copy		Permanent	
Grade Distribution and Failure Reports	Statistical analysis of student grades and attendance	3 years		Temporary - Short Term	
Grade Reports	Reports of individual test scores and average course grade	1 year after date distributed	AACRAO Schedule C	Temporary - Short Term	
Graduate, Withdrawal and Class Ranking Lists	Listings of graduates, withdrawals and rankings in class	Permanent		Permanent	
Honor Rolls	Listing of students placed on various honor rolls for academic achievement	Grades K-8: 2 years. Grades 9-12: 5 years		Temporary - Short Term	

Approved:

Education

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Investigations Files	Records documenting investigations involving teacher, parents, and/or students	7 years	O.C.G.A. 17-3-1(c)	Temporary-Short Term	
Learning Resources Services (GLRS) Files	Records documenting programs for the handicapped through the Georgia Learning Resources Services	5 years		Temporary - Short Term	
Limited English Proficient (LEP) Student Records	Records documenting efforts to increase the English language proficiency of students. Program is also known as English for Speakers of Other Languages (ESOL)	5 years		Temporary - Short Term	
Outstanding Achievement Awards	Awards to schools, teachers, or professional staff for outstanding achievement	5 years		Temporary - Short Term	
Private School Enrollments	Reports submitted to the state about enrollments in private schools	Permanent		Permanent	

Approved:

Education

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Private Tutor Records	Teaching certificates and other required documentation for individuals who "home school" students	5 years after instruction ends		Temporary - Short Term	
Reports to State Department of Education	Report of statistical information to the state	Annual reports: 10 years; Periodic: 5 years		Temporary - Long Term	
Requests for Transcripts	Records documenting requests from former students for copies of their records	1 year		Temporary - Short Term	
Requests to Use School Bus	Requests by individual schools to use a school system bus and driver for a special trip	3 years		Temporary - Short Term	
Safe and Drug-Free Schools Records	Records documenting the activities and initiatives sponsored by this federally-funded program	3 years		Temporary - Short Term	
Scholarships and Awards	Documents the selection of outstanding students to receive scholarships	5 years		Temporary - Short Term	

Approved:

Education

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
School Bus Drivers Physical Exams	Certification of bus drivers for satisfactory physical condition	2 years or until replaced with new certificate		Temporary - Short Term	
School Bus Schedules	Information about schedules, timing, and distance for individual buses	1 year or until superseded		Temporary - Short Term	
School Censuses	Compilation of numbers of school age children	2008 and Prior: Permanent. Post-2008: Retain for useful life		Permanent	Post-2008 Census information included in Annual Reports to DOE
School Construction Project Files	Records documenting all activities pertaining to planning and construction of educational facilities	Retain for life of facility		Temporary - Long Term	
School History Records and Objects	Scrapbooks, newspaper articles, photographs, and artifacts that document the development of the school system	Permanent		Permanent	

Approved:

Education

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
School Psychologist/Psychometrist Files	Records, such as student evaluations, created by the school system psychologist or psychometrist	5 years		Temporary - Short Term	
School Social Worker Reports	Statistical reports of caseload to the state	Annual Reports: 15 years. Periodic Reports: 3 years		Temporary - Long Term	
School System Re-zoning Records	Documents relating to the revision of student attendance zones to maximize the use of school facilities	Approved Plan: Permanent; All other records: 3 years		Permanent	
School System Studies and Reports	Studies of the conditions and funding levels in the school system	Permanent		Permanent	
Southern Association of Colleges and Schools (SACS) Applications for Accreditation	Applications for and certificates of accreditation by SACS	Accreditation Certificate: Permanent Applications: 5 years	Southern Association of Colleges and Schools Accreditation Guidelines; O.C.G.A. 20-2-20; 20-3-411	Permanent	Vital Record - duplicate and store offsite

Approved:

Education

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Southern Association of Colleges and Schools (SACS) Self Study Reports	Accreditation review and maintenance records	Final Report: Permanent All other records: Retain until completion of report		Permanent	
Special Education Program Selection and Placement Requirements Documentation	Core documentation of admission criteria and program requirements	Permanent; Retain 1 copy		Permanent	Vital Record - duplicate and store offsite
Standardized Test Results	Records documenting the administration and results of state required standardized student testing programs	4 years		Temporary - Short Term	
Standardized Test Summary Reports	Records documenting state required standardized student test summaries showing overall school or system results	10 years		Temporary- Short Term	

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Stipends	Records documenting the expenditure of funds awarded to certified personnel, paraprofessionals, and aides for the successful completion of education opportunities	7 years	O.C.G.A. 9-3-24	Temporary-Short Term	
Student Activities History Files	Documentation of student clubs and organizations, events, publications, contests, and competitions	Permanent		Permanent	
Student Counseling Test Records	Teacher counseling records for individual students	Retain for useful life		Transitory	
Student Discipline and Suspension Records, Resolved	Records of disciplinary action of problem students	7 years or until age 22, whichever is shorter		Temporary - Short Term	
Student Due Process Disciplinary Hearings Files	Documentation of evidence, transcripts, and decisions based on due process hearings	15 years or until age 22, whichever is shorter		Temporary - Long Term	

Approved:

Education

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Student Education and Health Records - Migrant Education Agency	Documents relating to the educational progress and health status of migrant students	Retain until records received from local school system		Transitory	
Student Excuses	Communications from a student's parent or guardian indicating the reason for the student's absence	Retain until end of school year		Temporary - Short Term	
Student Health Management Plans	Information documenting prescribed medicines and medical conditions of individual students	2 years after graduation or date of last attendance		Temporary-Short Term	
Student Records, District Created	Official record of the individual student for his/her period of enrollment at a school; includes attendance reports, transcripts, standardized test scores (CRCT, GHST, etc.)	Permanent		Permanent	Vital Record - duplicate and store offsite

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Student Records, Personal and Non-District Created	Records only required or presented to the school district while the student is enrolled and those not created by the school district; including birth certificates, immunizations, medical, legal and optional testing (ACT,SAT, etc) records	Give to student/parent at graduation or at time of withdrawal or retain after 1 year of leaving school district		Temporary - Short Term	Vital Record - duplicate and store offsite
Student Records, Special Education	Individual student records for the special ed program; parents must be notified when information is no longer needed to provide services to the child; all information but student permanent record must be destroyed on request of parent	Retain until age 22 and notification of parents	34 CFR 300.624	Temporary - Long Term	
Student Remediation Files	Records documenting assistance, instruction, and remediation provided to students who fail to pass the high school graduation exam	4 years after graduation or last attempt to complete		Temporary - Long Term	
Student Requests for Early Release from School	Requests for early release from school for work or travel purposes	Retain until end of school year		Temporary - Short Term	

Approved:

Education

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Student Sign-In/ Sign-Out Sheets	Records documenting students leaving campus for work, lunch or other purposes	Retain until end of school year		Temporary - Short Term	
Student Support Team (SST) Files	Records supporting the identification and recommended modifications in student behavior	2 years after student leaves the school district		Temporary - Short Term	
Summer School Files, Vocational	Records documenting the operation of summer vocational education programs	5 years	O.C.G.A. 20-2-168	Temporary - Short Term	
Teacher Lesson Plans	Documentation of teaching plans including subject, class period, activity, and/or project	2 years		Temporary - Short Term	
Teacher Program of Work Files	Documentation of all planning activities and schedules for contract teachers	1 year		Temporary - Short Term	
Teacher, Parent, Student Handbooks	Handbooks explaining school operating procedures	Permanent. Retain 1 copy		Permanent	

Approved:

Education

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Teacher's Record of Student Attendance	Attendance register documenting daily attendance in each class	Pre-1940: Permanent Post-1940: 2 years		Permanent	
Teacher's Student Folders	Teacher's working file on each student	Retain for useful life		Transitory	
Textbook Adoption Recommendations	Recommendations for the selection and purchase of textbooks	10 years		Temporary - Short Term	
Textbook Requisition Files	Contracts and orders of approved course texts	1 year after new adoption implemented		Temporary - Short Term	
Title I Program Records	Records documenting application, receipt, and expenditure of Title I education funds for such programs as Even Start, Migratory Children, and Comprehensive School Reform	3 years after final financial report for the grant year		Temporary - Short Term	

Approved:

Education

Education

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Visiting Teacher Case Files, School Social Worker	Records of guidance provided to problem students by the school social worker	2 years		Temporary - Short Term	

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Absentee Ballot Records - Registrar	Absentee ballot applications	2 years		Temporary - Short Term	
Absentee Voter Lists - Registrar	List of certified absentee voters	2 years		Temporary - Short Term	
Appointment and Resignation Records	Records relating to the appointment and resignation of election officials	2 years		Temporary - Short Term	
Appointment Files - Precinct Managers, Clerks and Voting Equipment Custodians	Oaths, lists, orders and correspondence relating to the appointment of Precinct Managers, Clerks and Voting Equipment Custodians	2 years		Temporary - Short Term	
Appointment, Commissioning and Resignation Papers of Registrars and Deputy Registrars	Certificates, appointments, notifications, resignations, oaths of office	2 years		Temporary - Short Term	
Ballot Samples and Labels	Samples or facsimiles of ballots and ballot labels	2 years		Temporary - Short Term	

Approved:

Elections

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Budget Estimates - Registrar	Records and working papers related to the cost estimates for holding an election	4 years	O.C.G.A. 21-2-212(f)	Temporary - Short Term	
Budget Estimates - Superintendent	All records relating to election budgetary needs	4 years		Temporary - Short Term	
Calls for Elections	Records relating to the calling of bond elections, special elections, nonpartisan primaries, and recall elections by a governing authority	2 years		Temporary - Short Term	
Calls for Special Primaries and Elections	Records relating to the announcement of a special primary or election	2 years		Temporary - Short Term	
Campaign Disclosure Violation/Complaint Records - Superintendent	Complaints received and reports to State Ethics Commission	5 years		Temporary - Short Term	

Approved:

Elections

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Campaign Financial Disclosure Reports - County Offices/Referendums - Superintendent's Copy	Disclosure reports for county offices and county referendums	5 years	O.C.G.A. 21-5-36	Temporary - Short Term	
Campaign Financial Disclosure Reports - Municipal Authority	Financial disclosure reports filed by municipal office candidates	5 years	O.C.G.A. 21-5-36	Temporary - Short Term	
Candidate Filing Papers	All records relating to the qualifying of candidates	2 years		Temporary - Short Term	
Certificates of Elections	Certifications of elected candidates	Permanent		Permanent	
Certification of Electors - City Clerk	Municipal electors lists	Permanent		Permanent	
Certification of Recall Petitions - Municipal Authority	Certificates from the election superintendent regarding a recall petition	2 years		Temporary - Short Term	

Approved:

Elections

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Certified Electors List - City Clerk	List of eligible voters	2 years		Temporary - Short Term	
Challenge to Qualifications of Electors	Records relating to the challenge of qualifications of electors	2 years after removal or rejection from list		Temporary - Short Term	
Challenges to Qualifications of Candidates	Complaints, petitions, correspondence relating to qualification challenges	2 years		Temporary - Short Term	
Change of Polling Place	Records relating to the changing of a polling place	2 years		Temporary - Short Term	
Collection of Qualifying Fees	Receipts, correspondence and transmittals regarding the collection of qualifying fees	2 years		Temporary - Short Term	
Computing and Canvassing the Vote Records	All records related to the process of computing, tallying and canvassing the vote	2 years		Temporary - Short Term	

Approved:

Elections

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Contested Election/Primary Records	Records related to the resolving of a contested election or primary	2 years after resolution of dispute		Temporary - Short Term	
Correspondence - Superintendent	All correspondence related to the general administration of the office	2 years		Temporary - Short Term	
Court Orders for Opening Voting Machines	Records relating to the examination procedures for voting machines	2 years		Temporary - Short Term	
Declaration of Intent to Accept Contributions - Superintendent	Declarations by candidates or their campaigns to accept contributions	5 years		Temporary - Short Term	
Election Offenses	Superintendent's records relating to the investigation and/or prosecution of election offenses	2 years after close of case		Temporary - Short Term	
Election Returns(copies), Ballots and Other Election Materials	Copies of election returns filed with election superintendent, used and voided ballots, tally sheets, oaths and numbered lists of voters	2 years		Temporary - Short Term	

Approved:

Elections

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Electors' Change of Residence Cards	Records relating to the change of address for electors	Retain last change of address		Transitory	
Electors List - Municipal Authority	Elector lists delivered from the county board of registrars	2 years		Temporary - Short Term	
Electors List Purchase Records - Registrar	Statements verifying that purchased copies of the electors list will not be used for commercial purposes	2 years		Temporary - Short Term	
Electors Lists	List of all qualified electors for a given primary or election. This is the registrar's retained copy	5 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Electors Lists Receipts - Registrar	Receipts for the delivery of electors lists	2 years		Temporary - Short Term	
Electors Lists, Marked - Registrar	Marked copy of voter list	5 years		Temporary - Short Term	

Approved:

Elections

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
General and Consolidated Returns	Records relating to consolidating voting results	2 years		Temporary - Short Term	
List of Convicted Felons - Clerk of Superior Court	List of individuals who have been disenfranchised for a felony conviction	2 years		Temporary - Short Term	Vital Record - duplicate and store offsite
List of Disqualified Voters	List of voters who have been disqualified for mental incompetency	2 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Lists of Deceased Individuals	Monthly list prepared by Vital Statistics and sent to the Voter Registrar	2 years		Temporary - Short Term	
Lists of Persons Assisting Electors	Records documenting statutory compliance with providing assistance to electors	2 years		Temporary - Short Term	
Lists of Persons Assisting Voters	Names of individuals who assisted voters	2 years		Temporary - Short Term	

Approved:

Elections

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Nomination Petitions and Examination Files	Records relating to the examination of petitions	2 years after election or litigation; whichever is later		Temporary - Short Term	
Notice of No Election	Notification of no election	2 years		Temporary - Short Term	
Notices of Qualifying Fees	Records relating to the establishment of qualifying fees for county primaries and elections	2 years		Temporary - Short Term	
Oaths of Assisted Electors - Registrar	Duplicate copy of oath administered to electors requiring voting assistance	2 years		Temporary - Short Term	
Oaths of Electors Needing Assistance	Records documenting assistance provided to qualified electors	2 years		Temporary - Short Term	
Official List of Qualified Candidates, Constitutional Amendments and Questions	Lists the names of all qualified political candidates, constitutional amendments and other questions certified to be on the election ballot	2 years		Temporary - Short Term	

Approved:

Elections

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Poll Operation and Procedure Records	Records relating to the preparing, opening, operating and closing of a polling location during election day	2 years		Temporary - Short Term	
Polling Place Change Notices	Notices of polling place change	2 years		Temporary - Short Term	
Precinct Boundary Changes	All records relating to the change of precinct boundaries	Permanent		Permanent	
Precinct Boundary Files	All records relating to the change in precinct boundaries including but not limited to maps, plats, notifications, reports, correspondence and minutes	Permanent		Permanent	Vital Record - duplicate and store offsite
Publication of Qualifying Fees for County Office - County Officials	All records relating to the fixing and publishing of qualifying fees for each county office	2 years		Temporary - Short Term	
Qualification Fees	Records relating to the fixing and publication of qualification fees	2 years		Temporary - Short Term	

Approved:

Elections

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Racial Breakdown of Electors	Registrar's retained copy of certified report submitted to Secretary of State	Permanent		Permanent	
Recall of Elected Officials	Records relating to the recall process of elected officials	2 years		Temporary - Short Term	
Re-count Records	All records relating to re-counting or re-canvassing the votes cast in an election	2 years		Temporary - Short Term	
Registration Cancellations	Records relating to the removal of names from electors list	2 years		Temporary - Short Term	
Registration Renewal Cards	Cards returned by electors requesting to remain registered	2 years		Temporary - Short Term	
Removals of Registrars for Cause	Complaints, notices, court orders and related documents	2 years		Temporary - Short Term	

Approved:

Elections

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Requests for Reimbursement of Precinct Boundary Change Cost	Requests to the Secretary of State for reimbursement of boundary changes	2 years		Temporary - Short Term	
Requests for Reimbursement of Precinct Boundary Change Cost - Municipal Authority	Requests to the Secretary of State for reimbursement of boundary changes	2 years after reimbursement		Temporary - Short Term	
Rules and Regulations - County Political Bodies	Rules and regulations governing the conduct of conventions for political parties operating in the county	Permanent		Permanent	
Special Registration Drive Notices	Notices of voter registration locations and hours	2 years		Temporary - Short Term	
Vote Count Discrepancies	Records relating to the reporting and resolving of count discrepancies	4 years		Temporary - Short Term	

Approved:

Elections

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Voter Registration Cards	Registration cards as required by law	Permanent for active status; 2 years after deletion for inactive status		Permanent	
Voter Registration Correspondence	Records relating to the registration of voters	2 years		Temporary - Short Term	
Voter Registration Maintenance Files	Records relating to registered voters not required by law	2 years		Temporary - Short Term	
Voters Certificates - Registrar	Certificates of persons who voted	2 years	O.C.G.A. 21-2-411	Temporary - Short Term	
Voting Machine Custodian/Vote Recorders Oaths	Oaths of voting machine custodians and records of the vote filed with the city/county clerk	2 years		Temporary - Short Term	
Voting Machine Petitions	Referendum records on the use of voting machines by municipal governments	2 years		Temporary - Short Term	

Approved:

Elections

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Voting Machine/Vote Recorder Certificates	Certificates assuring that vote recorders and machines are in proper order	2 years		Temporary - Short Term	
Voting Procedures Change Pre-clearance Files	Records relating to obtaining pre-clearance approval from the US Department of Justice	Permanent		Permanent	
Voting Procedures Change Pre-clearance Files - Municipal Authority	Records relating to obtaining pre-clearance approval from the US Department of Justice	Permanent		Permanent	
Write-in Candidate Notifications	Records relating to qualifying as a write-in candidate for municipal office	2 years		Temporary - Short Term	

Health Services

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Adult Client Health Records	Records pertaining to clients older than 18 years of age (0427-016)	10 years from date of last service		Temporary - Long Term	
Certificates of Need	Records documenting the issuance of certificates of need for local government-operated health care facilities	3 years	O.C.G.A. 31-6-41	Temporary - Short Term	Where financial expenditures and contracts are associated with the CON - apply the longer retention for the contracts.
Child Client Health Records	Records pertaining to clients younger than 18 years of age (0427-017)	10 years after client reaches age of majority (18 in Georgia) or 28 years from date of last service		Temporary - Long Term	
Children's High-Risk Screening and Case Management Records (Babies Can't Wait, Children First)	All documents relating to health services provided to Babies Can't Wait and Children First clients(0427-019)	5 years from date of last service; for Children First, 5 years from program exit or 5th birthday		Temporary - Short Term	

Approved:

Health Services

Health Services

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Children's Medical Services Health Records	All health records pertaining to clients seen by Children's Medical Services (0427-018)	6 years after client reaches age of majority (21 years per Medicaid)		Temporary - Long Term	
Immunization Consent Records	Includes only consent forms for immunization (0427-022)	5 years from date of service		Temporary - Short Term	
Immunization Records (Post-1996)	Includes, but is not limited to recording of date of immunizations and associated clinical information in electronic system (GRITS) (0427-021)	6 years after client's death		Temporary - Long Term	
Immunization Records (Pre-1996)	Paper immunization records (0427-021)	Retain until child reaches age 28; includes any paper record not entered into electronic database		Temporary - Long Term	

Approved:

Health Services

Health Services

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Pregnancy-Related Services/Perinatal Case Management (PRS/PCM) Health Records	All documents relating to health services provided to PRS/PCM clients (0427-003)	6 years from date of last service		Temporary - Short Term	
Rodent/Nuisance Control Notices	Legal notification of violation of sanitation regulations that resulted in rodent infestation in a community or neighborhood	2 years		Temporary - Short Term	
Sanitation Surveys	Surveys and inspections of communities and neighborhoods for potential sanitation problems	1 year		Temporary - Short Term	
Scoliosis School Screening Records	All health records pertaining to scoliosis screenings (0427-026)	6 years from date of original screening		Temporary - Short Term	
Single-Encounter Health Records	Health records pertaining to one-time service encounters; includes newborn metabolic screening forms, individual consent service slips, sports physical forms, forms for walk-in PPDs, and hearing, vision, dental, or nutrition screening forms (0427-025)	5 years from date of service		Temporary - Short Term	

Approved:

Health Services

Health Services

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Syphilis Records	All documents relating to health services provided to clients diagnosed with syphilis (0427-013)	20 years from date of last service		Temporary - Long Term	
Tuberculosis Records (Cases/Treatment)	All documents relating to health services provided to tuberculosis patients; "cases" includes those clients with active TB infection and/or with latent TB infection (LTBI) and an abnormal chest X-ray (0427-020)	21 years from date of last service		Temporary - Long Term	
Tuberculosis Records (Negative X-rays)	(0427-020)	10 years from end of calendar year in which X-ray was taken		Temporary - Short Term	
Tuberculosis Records (Positive X-rays)	(0427-020)	10 years from end of calendar year in which X-ray was taken		Temporary - Short Term	

Approved:

Health Services

Health Services

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Tuberculosis Records (Prophylaxis/Prevention)	All documents relating to health services provided to tuberculosis clients; "prophylaxis" includes those clients with LTBI and a normal chest X-ray (0427-020)	21 years from date of last service		Temporary - Long Term	
Women, Infants, and Children (WIC) Health Records	WIC-associated health records; applies only to WIC health records kept separately from child health records (if WIC records are kept as part of child health records, follow schedule 427-017) (427-023)	Retain for 3 years past the end of calendar year in which date of last service occurred		Temporary - Short Term	
Zoning Responses	Response from the county health department on the review of land development, and zoning variance requests	5 years		Temporary - Short Term	

Approved:

Health Services

Library, Archives, Museums

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Accession Records	Master record of all acquisitions	Permanent		Permanent	Vital Record - duplicate and store offsite
Circulation and Retrieval Records	Records documenting daily, monthly, and annual reference activity	3 years		Temporary - Short Term	
Inventories	Listing of holdings	Retain until superseded		Transitory	
Membership Registrations	Records used to grant borrower or viewing privileges to patrons	2 years after expiration		Temporary - Short Term	

Approved:

Library, Archives, Museums

Medical Examiners

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Autopsy Protocols	Methods and practices for performing an autopsy	Permanent		Permanent	
Autopsy Reports	Report of the examination of an individual to determine cause of death	Permanent		Permanent	
Inquests	Records of court proceedings to determine cause of death and any needed criminal investigation	Permanent		Permanent	
Medical Examiners Case Files	Records documenting the investigation of deaths	Permanent		Permanent	

Permits

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Alcoholic/Malt Beverage Licenses	Applications to sell beer and wine in the county or city	7 years after expiration		Temporary - Short Term	Vital Record - duplicate and store offsite
Ambulance Service Applications and Permits, Expired	Records designating a vehicle as an emergency vehicle and providing for emergency lighting on the vehicle	3 years		Temporary - Short Term	
ATF License Application for Collector of Curios and Relics	ATF form F7CR	1 year		Temporary - Short Term	
Bicycle Registrations, Expired	Records relating to a voluntary program for registering bicycles	2 years		Temporary - Short Term	
Building Permit Applications and Permits	Applications from property owners to erect a new structure or make modifications to an existing structure; includes permits allowing construction	Permanent		Permanent	

Approved:

Permits

Permits

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Business License Citation Records	Records documenting citations issued by license inspectors for non-compliance with business license requirements	2 years		Temporary - Short Term	
Business Licenses	Records documenting the issuance of business privilege licenses and license renewal notices	2 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Contractors Licenses, Inactive	Applications for licensing as a general contractor; includes copies of licenses	5 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Electrical, Gas, and Plumbing Permits	Permits to install or upgrade plumbing fixtures, gas connections, or electrical equipment	5 years		Temporary - Short Term	
Excavation Permits, Expired	Permits to local contractors to excavate in proximity of utility lines	5 years		Temporary - Short Term	

Approved:

Permits

Permits

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Fingerprint Cards - Beer License Application Files, Expired	Fingerprints and identification records for individuals applying for a beer license	5 years		Temporary - Short Term	
House Moving Applications	Records documenting the review and approval of permits to relocate houses	2 years		Temporary - Short Term	
Master Lists of Business Licenses	Listings of all businesses operating within a jurisdiction	Retain until superseded		Transitory	Vital Record - duplicate and store offsite
Mobile Home Permits, Expired	Records used to register mobile homes for tax purposes and to permit electrical and sewage hook-ups	5 years		Temporary - Short Term	
Record of Permits Issued	Listing of permits issued	Permanent		Permanent	Vital Record - duplicate and store offsite
Sign Permits	Applications and permits for temporary signage	3 years		Temporary - Short Term	

Approved:

Permits

Permits

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Sign Permits for Permanent Signs	Permits for permanent signs such as subdivision signs	3 years after removal of sign or permit superseded		Temporary - Short Term	
Tent Permits	Applications for permit to erect a tent for public use	3 years		Temporary - Short Term	
Trade Certifications, Inactive	Records granting licenses to building tradesmen wanting to work in an area	5 years		Temporary - Short Term	
Vehicles for Hire Permits, Inactive	Records authorizing the issuance of operating permits to taxi cab companies and drivers	5 years		Temporary - Short Term	
Yard Sale Applications and Permits	Applications and permits to hold a yard sale	3 years		Temporary - Short Term	

Approved:

Permits

Planning and Zoning

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Planning Studies and Reports	Studies and reports completed by outside consultants and/or city planners	Permanent		Permanent	
Prisoner Subsidy Programs, Public Works Projects	Financial records documenting the employment of prisoners on public works projects	3 years		Temporary - Short Term	
Residential Blueprints	Residential construction plans and specifications submitted by developers and builders as part of the permit process	7 years	O.C.G.A. 9-3-51	Temporary - Short Term	
Zoning Board Appeals	Appeals of decisions of the Planning and Zoning Department	5 years		Temporary - Short Term	
Zoning Change Requests	Requests from property owners for changes in the zoning of their property	5 years		Temporary - Short Term	
Zoning Litigation Files	Records documenting the review, evaluation, and decision in re-zoning court suits	20 years		Temporary - Long Term	

Approved:

Planning and Zoning

Planning and Zoning

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Zoning Ordinances	Records establishing property usage for commercial, residential, or agricultural purposes	Permanent	O.C.G.A. 36-66-5	Permanent	
Zoning Variance Applications	Applications for an exception to a zoning regulation	Permanent		Permanent	

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
911 Emergency Call Recordings	Digital or analog recordings of emergency calls handled by the 911 center	3 years		Temporary - Short Term	
Accident Reports	Reports of traffic and other accidents	2 years	O.C.G.A. 9-3-33	Temporary - Short Term	
Accident Reports, Hazardous Material	Reports on accidents involving the spillage or combustion of hazardous materials	Permanent		Permanent	
Ambulance Trip Reports	Record of patient vital statistics during travel to hospital	5 years	O.C.G.A. 9-3-71	Temporary - Short Term	
Animal Control Case History Records	Case history records (cards) maintained on all animals received at an animal shelter	1 year		Temporary - Short Term	
Animal Intake Reports and Logs	Records documenting animal intake	2 years		Temporary - Short Term	

Approved:

Public Safety

Page 128

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Animal Shelter Control Records	Records documenting animal shelter operations	1 year		Temporary - Short Term	
Animal Sterilization Citations and Reports	Records documenting animal sterilization	1 year		Temporary - Short Term	
Applications for Tax Paid Transfer and Registration of Firearm	Documents the sale/transfer of weapons requiring registration with the U.S. Department of Treasury in accordance with the National Firearms and Weapons Act	1 year		Temporary - Short Term	
Arrest and Booking Summary Statistics	Summary of daily, monthly, and yearly totals of arrests	5 years		Temporary - Short Term	
Arrest Warrants, Executed	Summons for an individual who has not appeared in court for sentencing	3 years after court appearance		Temporary - Short Term	
Arrest Warrants, Open	Summons for an individual who has not appeared in court for sentencing	Murder warrants: 50 years; all others: 15 years		Temporary - Long Term	

Approved:

Public Safety

Page 129

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Arrest Warrants, Recalled	Those summons later recalled by the issuing court	2 years		Temporary - Short Term	
ATF License Application for Collector of Curios and Relics	Document the purchase of guns and other weapons as collectors items	1 year		Temporary - Short Term	
Automatic Alarms Test and Maintenance Records	Test and maintenance work performed on automatic fire alarm systems	5 years		Temporary - Short Term	
Breath Test Reports, Negative Results	Reports maintained on individuals given breath tests to determine alcohol level	4 years		Temporary - Short Term	
Breath Test Reports, Positive Results	Reports maintained on individuals given breath tests to determine alcohol level	5 years		Temporary - Short Term	
Cash Bond Docket	Record of bonds made on individuals charged with criminal offenses	5 years		Temporary - Short Term	

Approved:

Public Safety

Page 130

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Cash Bond Receipts	Records documenting the receipt and disbursement of cash bonds posted for criminal offenses	10 years after year in which the record was created	O.C.G.A. 9-3-27	Temporary - Short Term	
Cash Bonds, Forfeited	Records documenting the remittance of forfeited cash bond to the county treasurer	3 years		Temporary - Short Term	
Certification/On-Site Assessment Files, State Law Enforcement Certification Program	Certification standards, standards status reports, written directives, photographs, and other documents related to proof of compliance with the Georgia Law Enforcement Certification Program	2 years after confirmation of certification/re-certification		Temporary - Short Term	
Civil Arrest Order Log Books	Documents actions taken on orders for incarceration in civil cases	3 years		Temporary - Short Term	
Condemned Vehicles Account Records	Records documenting the sale and release of impounded vehicles after condemnation	3 years after condemnation of vehicle		Temporary - Short Term	

Approved:

Public Safety

Page 131

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Coroner's Inquest Files - Sheriff	Records documenting hearings conducted to determine if sufficient evidence exists for criminal prosecution	Permanent		Permanent	
Crime Incident Statistical Reports	Records summarizing crime statistics in an area	Annual report: Permanent Other periodic reports: 5 years		Permanent	
Criminal Investigation Case Files (Capital Felonies)	Investigation of suspected criminal activity in order to arrest and convict the perpetrators; includes incident reports and supplements, documentary evidence, criminal history sheets, affidavits or other written statements, copies of subpoenas, State Crime Laboratory reports, and any other documents relevant to the investigation	Transfer cleared cases to inactive file, then hold for 50 years	O.C.G.A. 17-3-1(a)	Temporary - Long Term	

Approved:

Public Safety

Page 132

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Criminal Investigation Case Files (Felonies and Misdemeanors)	See Criminal Investigation Case Files (Capital Felonies)	Transfer cleared cases to inactive file, then hold for: 7 years for other felony cases, and 5 years for misdemeanor.	O.C.G.A. 17-3-1(b), 16-14-8, 17-3-1(c), 17-3-1(d)	Temporary - Short Term	
Criminal Trespass Notifications	Records advising subjects they are prohibited from entering a given property	Retain for useful life		Temporary - Short Term	
Dead Animal Pick-up Records	Records documenting the disposition of animal carcasses	2 years		Temporary - Short Term	
Dog Maintenance Records - K-9 Units	Records documenting the physical health and training proficiency of members of K-9 units	4 years after dog leaves the unit		Temporary - Long Term	
Emergency Dispatch Logs	Record of emergency calls received over radio and logged at time of dispatch	3 years		Temporary - Short Term	

Approved:

Public Safety

Page 133

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Emergency Management Operations Reports	Records documenting the type of emergency operation and the assistance provided	3 years		Temporary - Short Term	
Evidence and Property Logs	Documents evidence, property stored for safekeeping, and found property acquired and maintained by the police department	Evidence Log: 3 years after disposition of property. Logs of Property Not Part of Any Court Proceeding: 1 year after disposition of property		Temporary-Short Term	
Extradition Files, Closed	Records documenting the transfer of a criminal to a different jurisdiction for trial	5 years		Temporary - Short Term	
False Alarm Reports	Reports of public safety officer response to a false alarm (or prank call)	3 years		Temporary - Short Term	
Fi. Fa. (Fieri Facias) Dockets, Sheriff	Documents relating to recording fi.fa.'s served by the sheriff	7 years		Temporary - Short Term	

Approved:

Public Safety

Page 134

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Fi. Fa. (Fieri Facias) Records	Documents relating to serving of fi.fa. papers by sheriffs	7 years whether entered on GED or not		Temporary - Short Term	
Fingerprint Reports from FBI	Copies of reports submitted to Federal Bureau of Investigation	Retain for useful life		Temporary - Short Term	
Fire Hydrant Inspection Reports	Records documenting the installation and maintenance of fire hydrants	5 years		Temporary - Short Term	
Fire Incident Reports	Record of fires and related damage	50 years	O.C.G.A. 17-3-1c	Temporary-Long Term	
Fire Log Books	Record of fire including date, name of caller, stations responding, damage to structure, equipment used and time required	7 years	O.C.G.A. 17-3-1c	Temporary - Short Term	
Fire Prevention Plans	Review of structure, along with flammable material contained within, alarm systems, placement of extinguishers and emergency numbers	5 years after superseded		Temporary - Short Term	

Approved:

Public Safety

Page 135

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Fire Safety Inspection Reports	Reports documenting compliance with and violations of fire regulations	5 years		Temporary - Short Term	
Fire/Arson Investigation Files	Investigations of the cause and origin of fires in order to determine criminal intent	50 years	O.C.G.A. 17-3-1c	Temporary - Long Term	
Fireworks Display Registrations	Registrations of the location of fireworks displays with the fire department	3 years		Temporary - Short Term	
Fugitive/Wanted Persons Files	Records created or accumulated in the course of apprehending wanted individuals	5 years after suspect apprehended		Temporary - Short Term	
Grand Jury Lists - Sheriff	Documents the selection of jurors for a particular term	2 years		Temporary - Short Term	
Impounded Vehicle Reports	Records documenting the towing of vehicles	3 years		Temporary - Short Term	

Approved:

Public Safety

Page 136

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Impounded Vehicles - Wrecker Service Reports	Reports identifying the vehicles to be towed and the wrecker service performing the task	3 years		Temporary - Short Term	
Incarceration Lists	Daily list of inmates in jail	1 year		Temporary - Short Term	
Incident Reports (duplicated in investigative case file)	Reports of incidents of suspected criminal activity investigated by public safety officers	Retain for useful life		Transitory	
Incident Reports (not duplicated in case file)	Reports of incidents of suspected criminal activity investigated by public safety officers	5 years		Temporary - Short Term	
Incident Reports (not reported to GCIC)	Reports of incidents of suspected criminal activity investigated by public safety officers	2 years		Temporary - Short Term	
Incident Reports (reported to GCIC)	Reports of incidents of suspected criminal activity investigated by public safety officers	Maintain as long as report remains in GCIC		Transitory	

Approved:

Public Safety

Page 137

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Inmate Case Files	Records of inmates documenting their case history at the correctional institution	10 years after discharge		Temporary - Long Term	
Inmate Disciplinary Reports	Reports of disciplinary problems with inmates	10 years after discharge		Temporary - Long Term	
Inmate Fund Account Records, Released	Records of personal monies deposited with the prison by an inmate upon entering incarceration	3 years after release of inmate		Temporary - Short Term	
Inmate Medical Records, Released	Records documenting medical care provided to prison inmates	10 years	O.C.G.A. 9-3-71	Temporary - Short Term	
Inmate Personal Property Accounting	Records documenting personal property of inmates being stored during their incarceration	4 years after release of inmate		Temporary - Short Term	

Approved:

Public Safety

Page 138

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Internal Investigations Files, Closed	Records used to investigate complaints against public safety officers	Founded: 20 years after settlement of case. Unfounded: 1 year after investigation completed		Temporary - Long Term	
Investigation Logs	Chronological listing of investigations	2 years		Temporary - Short Term	
Jail Registers	Registers of prisoners	20 years after last entry		Temporary - Long Term	
Juror Precepts, Sheriff	Summons of jurors to serve on grand jury and trial juries	3 years	O.C.G.A. 15-12-65; 12-12-120	Temporary - Short Term	
LEDS Warrant Worksheets	Worksheets used to post data to GCIC/NCIC information system	Retain for useful life		Transitory	
Medicaid/Medicare Billing Statements	Billing record for Medicaid and Medicare claims	5 years		Temporary - Short Term	

Approved:

Public Safety

Page 139

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Medicaid/Medicare Insurance Claims	Invoices sent to Medicaid/Medicare for reimbursement	5 years after settlement		Temporary - Short Term	
Medicaid/Medicare Paid Bill Receipts	Documents payment of claims	5 years		Temporary - Short Term	
Misdemeanor Case Files, Traffic Court	Court adjudication of misdemeanor traffic citations issued by authorized public safety officers	6 years		Temporary - Short Term	
Notices of Prisoner Escape and Recapture	Records used to identify escapees and assist in their recapture	5 years or until recapture, whichever is longer		Temporary - Short Term	
Pawn Tickets	Record of goods sold or pledged in exchange for the loan of money	4 years after the year in which the record was created	O.C.G.A. 44-12-134	Temporary - Short Term	
Police Property Evidence Forms	Records documenting evidence, safekeeping, and found property	5 years after disposition of property		Temporary-Short Term	

Approved:

Public Safety

Page 140

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Pre-Fire Plans and Inspection Reports	Inspections of structures used in fire safety planning	5 years		Temporary - Short Term	
Prisoner Hold Records	Records documenting individuals currently in custody who are wanted by other law enforcement offices	2 years after prisoner released to requesting agency		Temporary - Short Term	
Prisoner Mail Logs	Record of all mail received by an inmate	1 year		Temporary - Short Term	
Prisoner Transfer Files	Records documenting the movement of prisoners	5 years		Temporary - Short Term	
Proof of Rabies Vaccination	Records documenting rabies vaccination	3 years from date of issuance		Temporary - Short Term	
Radio Control Logs	Record of the first official report of a fire or incident from incoming radio calls	4 years		Temporary - Short Term	

Approved:

Public Safety

Page 141

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Radio Dispatch Logs	Recorded information received through incoming radio calls	3 years		Temporary - Short Term	
Radio Dispatch Reports	Reports of all alarms called into a fire station	3 years		Temporary - Short Term	
Record of Animal Bites	Record documenting type of animal, owner, past history of attacks, individual bitten, date, physician treatment, and observation for rabies	3 years		Temporary - Short Term	
Remittance Reports	Records documenting the remittance of a prescribed portion of court fines and costs to such funds as the Peace Officers Annuity and Benefit Fund and the Sheriffs Retirement Fund, Crime Victims Fund, and the Peace Officer/Prosecutor Training Fund	5 years		Temporary - Short Term	
Report of Multiple Sale or Other Disposition of Pistols and Revolvers	ATF form F3310.4	1 year		Temporary - Short Term	

Approved:

Public Safety

Page 142

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Sale and Claim Execution Dockets - Sheriff	Record of items sold at public auction by the Sheriff	7 years		Temporary - Short Term	
Selective Training Enforcement Program (STEP) Grant Records	Records documenting the purchase of radio and speed detection equipment and training in the operation of the equipment	5 years after final payment		Temporary - Short Term	
Sex Offender Registration Records	Information gathered to enter sex offender on registry	7 years after registrant moves or is otherwise removed from jurisdiction	O.C.G.A. 17-3-1	Temporary - Short Term	
Street Number Location Records	Easy reference source to locate an address	Retain for useful life		Transitory	
Subpoena Logs, Officer	Documents summons of a public safety officer to appear during a court trial	3 years after disposition of case		Temporary - Short Term	
Suspects Photographs	Mug shots of suspects and prisoners	20 years		Temporary - Long Term	

Approved:

Public Safety

Page 143

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Temporary Protective Orders	Records documenting the issuance of temporary protective orders	1 year after expiration of order	O.C.G.A. 19-13-4	Temporary-Short Term	
Temporary Protective Orders, Expired	Records documenting the issuance of temporary protective orders by the court	3 years	O.C.G.A. 19-13-4©	Temporary-Short Term	
Traffic Citation Log	Listing of parking tickets and other traffic citations issued along with court dates and associated fines	5 years		Temporary - Short Term	
Traffic Citations - Warnings	Warnings to drivers of the occurrence of equipment malfunctions such as a burned out light	2 years		Temporary - Short Term	
Trust Account Files - Sheriff	Administration and accounting records of trust accounts for minors established by court order	10 years	O.C.G.A. 9-3-27	Temporary - Short Term	
Uniform Traffic Citations, Summons, and Accusations	Documents relating to traffic violations	2 years		Temporary - Short Term	

Approved:

Public Safety

Page 144

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Video Tapes, Mobile	Video tapes taken from patrol car video cameras of police actions	Retain tapes containing arrests for 5 years; retain all other tapes until no longer useful		Temporary - Short Term	
Writ Dockets - Sheriff	Record of the receipt and action taken on civil processes (other than execution writs) issued by the court to the Sheriff's department	5 years	O.C.G.A. 15-16-11	Temporary - Short Term	

Approved:

Public Safety

Page 145

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Adjusted Billing Reports	Billing details and adjustments for misread service meters	5 years		Temporary - Short Term	
Bill Payment Reconciliations	End-of-day reconciliations of payments received for water and sewer services	3 years		Temporary - Short Term	
Billing Transaction Records	Records documenting the billing and payment for garbage collection services	3 years		Temporary - Short Term	
Cathode Protection Records	Records created and used to maintain gas mains; documents installation of nodes, test stations, rectifiers, and ground beds	Retain for useful life		Transitory	
Consumption and Revenue Reports, Gas	Reports documenting the number of gas customers	5 years		Temporary - Short Term	
County Road Dockets	Records showing road maintenance work; includes Commissioner of Roads Overseer Ledgers	Permanent		Permanent	

Approved:

Public Works

Page 146

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Customer Account Records	Records documenting billings and payments of all customer service accounts	5 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Customer Service Deposits, Refunded	Documents refunds of initial hook-up deposits to customers	3 years		Temporary - Short Term	
Discharge Monitoring Records	Reports summarizing treatment of wastewater in government sewer systems	5 years		Temporary - Short Term	
Drainage and Flood Problem Records	Documents monitoring and resolution of drainage and flood problems	10 years		Temporary - Short Term	
Electricity Purchase Reports	Reports indicating periodic usage of electricity by area	5 years		Temporary - Short Term	
Filter Plant Files	Records monitoring the operation of water filtration plants	3 years		Temporary - Short Term	

Approved:

Public Works

Page 147

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Gas Consumption Reports	Periodic reports on the consumption of natural gas by area	3 years		Temporary - Short Term	
Gas Purchase Reports	Records documenting purchase of natural gas from distributors	5 years		Temporary - Short Term	
Gas Regulator Station/Vault Inspection Reports	Reports documenting the inspection of regulator stations in government-owned gas lines	3 years after replacement or deactivation of station		Temporary - Long Term	
Gas System Reports, Federal	Reports filed with the U.S. Department of Transportation documenting the number of miles of gas main and giving a description of the system	10 years		Temporary - Short Term	
Gas Tap Records	Work orders to initiate gas service for new customers	3 years		Temporary - Short Term	
Gas Valve Inspection Records	Includes inspection reports documenting the safety of large gas valves used in industrial areas	Retain as long as gas valve in service		Temporary - Long Term	

Approved:

Public Works

Page 148

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Landfill Reports	Records created in the operation of the landfill; used for management reporting purposes	3 years		Temporary - Short Term	
Maintenance Records	Documents service and repair work to public utility lines, mains, and meters	5 years		Temporary - Short Term	
Maintenance Records, Traffic	Records documenting maintenance to traffic lights, signs, and other equipment	3 years		Temporary - Short Term	
Meter Books	Record of meter readings	5 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Meter Maintenance Records	Records documenting maintenance work performed on service meters	3 years		Temporary - Short Term	
Meter Reading Summary Reports	Periodic reports of meter readings by customer account	3 years		Temporary - Short Term	

Approved:

Public Works

Page 149

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
New Meter Installations	Document the installation of new water meters	5 years		Temporary - Short Term	
Odorant Usage Reports	Reports required by the Department of Transportation documenting the level of odorant added to gas lines	5 years		Temporary - Short Term	
Overdue Water Billing Accounts	Reports used to track past-due payments and new charge totals	5 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Requests for Meter Re-Read	Record of new meter readings to support billings and adjustments	3 years		Temporary - Short Term	
Requests for Meter Turn-on and Shut-off	Records requesting water service connection or disconnection	3 years		Temporary - Short Term	
Revenue Collection Reports	Reports showing a breakdown of daily revenue collections for water, sewer, gas and other government-operated utilities	5 years		Temporary - Short Term	Vital Record - duplicate and store offsite

Approved:

Public Works

Page 150

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Road Maintenance Records	Records documenting requests for paving and road improvements; includes memos, petitions, and surveys	5 years		Temporary - Short Term	
Road Maintenance Work Reports	Reports documenting work performed by road maintenance crews	3 years		Temporary - Short Term	
Road Repair Costs	Records used to estimate job costs and prepare a budget	3 years		Temporary - Short Term	
Service Interruption Logs	Reports documenting the interruption of sewer and water services, including time and location of incident	5 years		Temporary - Short Term	
Sewage Treatment Plant Monitoring Reports	Records used to monitor and report on the operation of sewage treatment plants; includes lab reports, and amounts of waste processed	5 years		Temporary - Short Term	

Approved:

Public Works

Page 151

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Sewer and Water Improvement Projects	Records documenting improvement projects for water and sewer services; includes contracts, petitions, surveys, resolutions, bid specifications, inspections reports, cost estimates, and cost assessments	20 years		Temporary - Long Term	
Sewer and Water Permits, Expired	Records of permits to install sanitary sewers, sewer connections, water meters, and connections to water mains	3 years		Temporary - Short Term	
Solid Waste Weight Tickets	Tickets printed each time a garbage truck crosses the scales at the entrance to a county/city landfill	3 years		Temporary - Short Term	
Street Design Improvement Records	Records documenting road accidents that are used to assess the cause and to make design improvements to reduce accidents	5 years		Temporary - Short Term	
Street Maintenance Work Orders	Records documenting maintenance to streets and roads	3 years		Temporary - Short Term	

Approved:

Public Works

Page 152

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Street Re-surfacing Reports	Lists of streets and locations that have been re-surfaced; includes type of re-surfacing, materials, and costs	10 years	O.C.G.A. 36-39-8	Temporary - Short Term	
Subdivision Plats and Inspections	Records showing the layout and roads within a subdivision	Plats: Permanent Other records: 5 years		Permanent	
Traffic Signals Intersection Files	Includes product literature and studies related to traffic planning such as drawings of signal controllers and intersections, and traffic signal permits	10 years		Temporary - Short Term	
Traffic Signs and Lights Inventories	Listing of all traffic signs and lights	Retain until superseded		Transitory	
Utility Line Relocation Billings	Bills to request reimbursement from the state for relocation of utility lines impacted by state highway road construction	5 years		Temporary - Short Term	

Approved:

Public Works

Page 153

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Wastewater Treatment Plant Compliance Reports	Reports documenting compliance with federal and state wastewater disposal regulations	5 years		Temporary - Short Term	
Water Billings	Bills for water and sewer service; including invoices for maintenance work and monthly usage fees	3 years		Temporary - Short Term	

Approved:

Public Works

Page 154

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Adjustments or Relief Orders/Errors	Record of adjustment in the form of addition or removal of tax as listed in tax digest including Years Support	7 years		Temporary - Short Term	
Affidavits of Missing Tag or Missing Renewal Decal	Inventory report form MVA-41	3 years	O.C.G.A. 40-2-132	Temporary - Short Term	
Alcoholic and Malt Beverage Tax Reports	Reports of alcohol sold and amount of taxes paid	2 years or until audited		Temporary - Short Term	
Applications for Exemption, Expired	Requests for exemption from property taxes based on status as a religious organization, non-profit, or government institution	1 year		Temporary - Short Term	
Assessment Appeals Case Files, Closed	Appeals by taxpayers for reconsideration of the assessed value of their property	7 years		Temporary - Short Term	
Assessment Notices	Legal notices to taxpayers that their property will be reassessed for its tax value	3 years		Temporary - Short Term	

Approved:

Taxation

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Bankruptcies	Records relating to claims against bankrupt property owners for taxes due to local government	Dismissed cases: 3 years Discharged cases: 5 years		Temporary - Short Term	
Board of Equalization Appeals	Records documenting appeals by citizens to the Board of Tax Equalization	Permanent		Permanent	Vital Record - duplicate and store offsite
Boat Registrations	Reference listing of boats and owners from the state	3 years		Temporary - Short Term	
Building Inspection Sheets	Building permits maintained to aid in assessing property values for taxes	5 years		Temporary - Short Term	
Cash Book or Transaction Journal	Tax commissioner's record book of all items of cash collected for taxes	7 years after county and state audit		Temporary - Short Term	
Cash Receipts or Disbursement Journals/Settlement Book	Record indicating receipt of real, personal, intangible and other taxes into county treasury	7 years after end of Term of Office		Temporary-Long Term	Vital Record - duplicate and store offsite

Approved:

Taxation

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Cash Register Journal Tapes or Receipts	Documents relating to collecting and accounting for tax and license fee monies. Balance Sheets, Cashier Reports	Retain until audited		Temporary - Short Term	
Commercial Banks Tax Work Papers/Banks License	Assessments of taxes to be paid by banking institutions in lieu of state income taxes	5 years		Temporary - Short Term	
County Tax Collections	Records of total taxes collected by county	5 years		Temporary - Short Term	
County Tax Levy	Annual resolution fixing tax rates. Millage rates set by levying authority	Permanent		Permanent	
Daily Distribution Reports	Reports generated to complete PL-65	2 years or until state and county audit, whichever is later		Temporary - Short Term	
Daily/Monthly Tax Distribution Worksheets	Worksheets recording each day's tax collections by category	5 years		Temporary - Short Term	

Approved:

Taxation

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Delinquent Tax Notices or Levy Notices	Record notifying taxpayer of delinquent payment of tax	7 years	O.C.G.A. 48-3-21	Temporary - Short Term	
Delinquent Tax Reports	Records of taxes paid and amounts still owed	15 years		Temporary - Long Term	Vital Record - duplicate and store offsite
Distribution Worksheet/Reports	Worksheets recording distribution by category (personal, real, etc.) and Levying Authority (district or entity)	7 years after audit		Temporary-Short Term	
Exemption Worksheets	Working papers relating to tax reductions for each property owner	1 year after recorded on Home Exemption Application		Temporary - Short Term	
Federal Aviation Administration Aircraft Listings	Listing of aircraft registrations	3 years		Temporary - Short Term	

Approved:

Taxation

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Fi. Fa. (Fieri Facias) Records	Preliminary action against taxpayers for delinquent taxes	7 years whether entered on GED or not		Temporary - Short Term	
Financing Statements (Chattel Mortgages)	Financial instruments providing security for debts	1 year after expiration of mortgage		Temporary - Short Term	
Gas Tax Report	Report of county gas tax collection	7 years		Temporary - Short Term	
Homestead Exemptions	Requests for exemption from property taxes in compliance with the Homestead Exemption Act	3 years after expired		Temporary - Short Term	
Insolvent List	List of taxes uncollectible	7 years	O.C.G.A. 48-5-131	Temporary-Short Term	
Insurance Premium Tax Records	Records on taxes collected from insurance companies	5 years		Temporary - Short Term	
Intangible Recording Tax Collection	Record of intangible taxes due and paid	3 years		Temporary - Short Term	

Approved:

Taxation

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Issuing Officer's Reports	MVA-13 form	5 years		Temporary - Short Term	
Listing of Real Property	Annual listing of real property in the county	Retain for useful life		Transitory	
Mobile Home Exemptions, Expired	Applications for tax reductions on mobile homes	2 years		Temporary - Short Term	
Mobile Home Tax Decals	PT-40 application forms	5 years		Temporary - Short Term	
Monthly Reports of Hotel-Motel Taxes	Reports of taxes owed and collected from hotel operations	5 years		Temporary - Short Term	
Motor Vehicle Journal Entries	Record accounting for daily tax fee collections and disbursements	7 years		Temporary - Short Term	
Motor Vehicle Tags/Decals	MV-1 through MV-3 forms. Registration for passenger cars, motorcycles, buses, trucks, and trailers	3 years		Temporary - Short Term	

Approved:

Taxation

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Not on Digest Records	Adjustments and relief orders explaining why a tax record was not recorded in the tax digest	14 years		Temporary - Long Term	
Paid Tax Bill Receipts	Receipts for full payment of property taxes	3 years		Temporary - Short Term	
Paid Tax Reports	Reports showing bill number, taxpayer's name, amount of tax, date paid, and allocation of monies collected	3 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Personal Property Appraisals	Tax appraiser's worksheets to establish property values for tax purposes	2 years after superseded		Temporary - Short Term	Vital Record - duplicate and store offsite
Personal Property Record Cards	Current assessed values for personal property	7 years after property is sold		Temporary - Long Term	Vital Record - duplicate and store offsite
Personal Property Returns	Record of value for personally-owned property such as boats, equipment, and businesses	7 years		Temporary - Short Term	Vital Record - duplicate and store offsite

Approved:

Taxation

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Real Property Record Cards	Tax history of each parcel of land in the county	Permanent		Permanent	Vital Record - duplicate and store offsite
Reports of Title Certificates, Tag Reports, and Temporary Permits	MVA-12 form. Record informing the Department of Revenue of vehicle transfers of ownership	5 years		Temporary - Short Term	
Sales Ratio Studies	Analysis of the sale of property as compared to the tax value of property	10 years		Temporary - Short Term	
School Tax-Homestead Exemptions, Expired	Applications for homestead exemption from property owners age 62 or more	2 years		Temporary - Short Term	
Tax Assessment Errors and Adjustments	Record of additions to or removals from the tax digest because of errors	7 years		Temporary - Short Term	
Tax Digests	List of taxpayers and assessed value of real and personal property	14 years		Temporary - Long Term	Vital Record - duplicate and store offsite (current year)

Approved:

Taxation

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Tax Error and Release Orders	Requests for credit allowance pertaining to liabilities shown on the tax digest	15 years		Temporary - Long Term	
Tax Execution Dockets/Delinquent Lists	Record of land and lot sales for delinquent taxes	7 years		Temporary - Short Term	Vital Record - duplicate and store offsite
Tax Sale Advertisements	Newspaper advertisements for sale of property for tax reasons	15 years		Temporary - Long Term	
Tax Sale File	Record of property sold for delinquent taxes including advertisements	Permanent		Permanent	
Transaction Edit Journals or Cash Books	Ledgers and journals showing details of daily tax receipts for either or both real estate or personal property taxes	5 years		Temporary - Short Term	
Unpaid Taxes Reports	Reports listing delinquent taxpayers	30 days or until updated		Transitory	Vital Record - duplicate and store offsite (current list)

Approved:

Taxation

Tourism and Recreation

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Convention Planning Records	Records documenting a local government's efforts to increase convention and tourism in an area	5 years		Temporary - Short Term	
Park Work Orders	Documents the repair and maintenance of park grounds, buildings, and facilities	3 years	O.C.G.A. 9-3-33; 36-11-1	Temporary - Short Term	
Participant Registration and Eligibility Records	Records used to register individuals for sports or other parks and recreation activities	2 years		Temporary - Short Term	
Playground Inspection Reports	Documents the routine inspection of playground shelters and fitness tracks	3 years	O.C.G.A. 9-3-33; 36-11-1	Temporary - Short Term	
Recreation Program Records	Activity schedules, rules and regulations, rosters and status sheets for recreational programs	3 years		Temporary - Short Term	
Reservations	Records documenting activities scheduled for tourist and convention facilities	2 years		Temporary - Short Term	

Approved:

Tourism and Recreation

Transportation

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Acquisition/Relocation Assistance Parcel Files (Residential and Business)	Records documenting the purchase of property within designated noise impact areas surrounding an airport	7 years after year in which parcel is purchased		Temporary - Short Term	
Airfield Safety Inspection Records	Routine inspections of runway and taxiway conditions for hazards and security	1 year	14 CFR 139.327	Temporary - Short Term	
Airport Aid Program Grants - Affirmative Action Plans	Records required under the Airport Aid Program	3 years or the period of financial assistance, whichever is longer	14 CFR 152.415	Temporary - Short Term	
Airport Aid Program Grants - Reports Not Transmitted to FAA	Records required under the Airport Aid Program	3 years or the period of financial assistance whichever is longer		Temporary - Short Term	
Bus Route Records	Records establishing the route of public transit buses to provide service to residents	10 years		Temporary - Short Term	

Approved:

Transportation

Transportation

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Charter Bus Service Records	Records documenting the hiring of a bus company to provide services	3 years		Temporary - Short Term	
Limo Concourse Pick-up Authorizations	Permission for limo drivers to pick up passengers on the concourse	6 months		Temporary - Short Term	
Notices to Airmen	Records documenting notification of pilots of maintenance and repair work to be performed on runways and taxiways	2 years		Temporary - Short Term	
Operations Reports	Record of individual bus operations maintained for management and statistical purposes	3 years		Temporary - Short Term	
Radio Beacon Maintenance Logs	Federal Aviation Administration form 6030-1	Permanent	14 CFR 171.13 to 14 CFR 171.213	Permanent	
Radio Beacon Operator's Records	Federal Aviation Administration form 418	Permanent	14 CFR 171.13 to 14 CFR 171.213	Permanent	

Approved:

Transportation

Page 166

Transportation

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions
Radio Beacons Readings and Adjustments	Federal Aviation Administration form 198	Permanent	14 CFR 171.13 to 14 CFR 171.213	Permanent	
Revenue and Passenger Reports	Reports documenting ridership and revenue statistics for the transit system	5 years		Temporary - Short Term	
Right-of-Flight Easement/Acoustical Treatment Parcel Files	Documents the purchase of aviation easements from residents living in close proximity to an airport	7 years after end of year in which parcel purchased		Temporary - Short Term	
Tire Mileage Reports	Reports documenting tire mileage of each transit vehicle	3 years		Temporary - Short Term	
Transit Operations Reports	Periodic reports on performance of the transit system	3 years		Temporary - Short Term	
Vehicles for Hire Violation/Hearing Case Files	Records documenting the adjudication of charges brought against taxi companies and drivers for violations of taxi cab regulations	5 years		Temporary - Short Term	

Approved:

Transportation



Mission

The mission of the Georgia Archives is to identify, select, preserve and make accessible records that constitute Georgia's recorded history; to increase the efficiency of the State Government through effective records management; and to improve the quality of records and archives management statewide.

Public Hours

Tuesday-Saturday	8:30 a.m.-5:00 p.m.
Monday	Closed

Closed for State and most Federal holidays and on the Saturdays immediately preceding or following holidays.

Contact Information

The Georgia Archives
5800 Jonesboro Road
Morrow, GA 30260-1101
Tel: 678-364-3790
Fax: 678-364-3860
Web site: www.sos.georgia.gov/archives/